

RECORD OF PROCEEDINGS
OF THE

BOARD OF TRUSTEES
OF THE
OHIO STATE UNIVERSITY

COLUMBUS

July 1, 1932, to June 30, 1933

THE OHIO STATE UNIVERSITY

GEORGE W. RIGHTMIRE
President

BOARD OF TRUSTEES

	Date of Original Appointment	Term Expires
*EGBERT H. MACK, Sandusky.....	Dec. 12, 1922	Dec. 20, 1932
MRS. ALMA W. PATERSON, Columbus...	Mar. 27, 1924	June 8, 1933
HERBERT S. ATKINSON, Columbus.....	Mar. 17, 1925	May 13, 1934
**NEWTON D. BAKER, Cleveland.....	Dec. 21, 1932	May 13, 1935
JOHN KAISER, Marietta.....	Feb. 25, 1915	May 13, 1936
†JULIUS F. STONE, Columbus.....	Mar. 17, 1925	May 13, 1937
LAWRENCE E. LAYBOURNE, Springfield..	May 14, 1921	May 13, 1938
HARRY A. CATON, Coshocton.....	May 14, 1925	May 13, 1939
§M. EDITH CAMPBELL, Cincinnati.....	June 9, 1933	May 13, 1940

CARL E. STEEB
Secretary of the Board

C. F. KETTERING
Treasurer of the Board

* Resigned as of December 20, 1932 Deceased, February 23, 1933.

** Succeeded Egbert H. Mack.

† Also served as Trustee May 23, 1909 to March 21, 1917.

§ Succeeded Mrs. Alma W. Paterson.

Proceedings of the Board of Trustees The Ohio State University

OFFICE OF THE BOARD OF TRUSTEES THE OHIO STATE UNIVERSITY

Columbus, Ohio, July 11, 1932.

The Board of Trustees met in Columbus, Ohio, at 10:00 a. m., pursuant to adjournment.

Present: Egbert H. Mack, Chairman, Julius F. Stone, Lawrence E. Laybourne, Herbert S. Atkinson, Mrs. Alma W. Paterson, John Kaiser, and Harry A. Caton.

* * * * *
The minutes of the last meeting were approved.

* * * * *
Upon motion of Mr. Atkinson, seconded by Mr. Stone, the following recommendations of the President as presented below, were upon roll call unanimously approved:

Resignations

The following resignations were accepted and the balance cancelled in accordance with the general rule:

Name	Title	Date Effective	Annual Rate
<i>Agricultural Extension</i>			
J. C. Neff	Asst. Professor of Rural Economics	July 22, 1932	4,085.00
<i>College of Arts and Sciences</i>			
<i>Chemistry</i>			
Karl Bambach	Grad. Assistant	June 22, 1932	500.00
John Whittaker	Special Assistant	June 22, 1932	1,500.00
<i>German</i>			
Frederic J. Kramer	Assistant	Sept. 2, 1932	900.00
<i>History</i>			
Allen E. Ragan	Assistant	Oct. 1, 1932	1,000.00
Alfred B. Sears	Assistant	Oct. 1, 1932	1,000.00
<i>College of Education</i>			
<i>School Administration</i>			
R. H. Price	Assistant	Oct. 1, 1932	450.00
<i>College of Engineering</i>			
<i>Civil Engineering—Summer Camp</i>			
John M. Montz	First Assistant	Su. Qr.	400.00
<i>College of Law</i>			
Lewis M. Simes	Professor	Oct. 1, 1932	6,012.00
<i>College of Medicine</i>			
<i>Physiology</i>			
Ruth Kraft	Assistant	July 1, 1932	500.00
<i>Starling-Loving Hospital</i>			
D. Dalton Deeds	Resident Physician	July 1, 1932	1,200.00
Pauline Davis	General Duty Nurse	July 1, 1932	1,380.00
<i>Graduate School</i>			
Thomas E. Ervin	Scholar	June 24, 1932	300.00

President's Division
Military Science

Maj. Samuel Randall	Asst. Professor	June 30, 1932	250.00
Lt. Col. Harry H. VanKirk	Asst. Professor	June 30, 1932	250.00
Capt. Melvin L. McCreary	Asst. Professor	June 30, 1932	250.00

Physical Education for Women

Helen Schleman	Instructor	Oct. 1, 1932	2,200.00
Virginia Blunt	Instructor	Oct. 1, 1932	2,100.00

Physical Plant

Light, Heat and Power—Generation

Karl Bambach	Student Chemist	June 30, 1932	500.00
*	*	*	*

Appointments

The following appointments were approved and the necessary amount appropriated to meet the salaries in accordance with the general rule:

Name	Title	Effective	Quarters	Annual Rate
<i>Agricultural Extension</i>				
J. C. Neff	Asst. Professor of Rural Economics	July 1 to July 22, 1932		4,085.00
Howard Lamb	Assistant in Plant Pathology	July 1, 1932		600.00
Willis Kerns	Co. Agr. Agent, Warren County	July 1 to Sept. 30, 1932		2,100.00
<i>College of Agriculture</i>				
<i>Agricultural Chemistry</i>				
Maurice B. Rusoff	Grad. Assistant	Sp. Qr. ('33)	Sp.	150.00 period
Elias W. Sisson	Grad. Assistant	Au. Qr.	Au. Wi. Sp.	500.00
Luther O. Young	Assistant	Au. Qr.	Au. Wi. Sp.	300.00
Maude Powell	Assistant	Au. Qr.	Au. Wi. Sp.	600.00
Edmund D. Walter	Assistant	Au. Qr.	Au. Wi. Sp.	700.00
<i>Animal Husbandry</i>				
Lawrence E. Kunkle	Grad. Assistant	Au. Qr.	Au. Wi. Sp.	500.00
Lawrence G. Brubaker	Grad. Assistant	Au. Qr.	Au. Wi. Sp.	500.00
James D. Bohn	Grad. Assistant	Au. Qr.	Au. Wi. Sp.	500.00
<i>Home Economics</i>				
Evangeline Klepinger	Grad. Assistant	Au. Qr.	Au. Wi. Sp.	500.00
Mary Ellen Hutton	Grad. Assistant	Wi. Qr.	Wi. Sp.	327.50 period
Ruth Beard	Grad. Assistant	Wi. Qr.	Wi. Sp.	327.50 period
<i>Ohio Biological Survey—F-9</i>				
Edward P. Breakey	Tech. Grad. Asst.	July 1, 1932 for 3 mos.		50.00 mo.
<i>College of Arts and Sciences</i>				
<i>Bacteriology</i>				
Arthur W. Deem	Instructor	Su. Qr.	1st term, Su. Qr.	150.00 period
<i>Chemistry</i>				
Ray McCleary	Grad. Assistant	Au. Qr.	Au. Wi. Sp.	500.00
Harry Gehman	Grad. Assistant	Au. Qr.	Au. Wi. Sp.	500.00
Eldon G. Constance	Stud. Assistant	Au. Qr.	Au. Wi. Sp.	250.00
<i>Classical Languages</i>				
John P. Cooke	Instructor	Su. Qr.	Su.	500.00 period
<i>German</i>				
Virginia Krumm	Assistant	Au. Qr.	Au. Wi. Sp.	600.00
Wolfgang Fleischauer	Assistant	Au. Qr.	Au. Wi. Sp.	500.00
Abram G. Wiens	Assistant	Au. Qr.	Au. Wi. Sp.	500.00
Adolph D. Weinberger	Assistant	Au. Qr.	Au. Wi. Sp.	200.00

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<i>History</i>				
Duane D. Smith	Assistant	Au. Qr.	Au.Wi.Sp.	1,000.00
<i>Physics</i>				
J. S. V. Allen	Assistant to Chairman	Sept. 1, 1932	(12 mos.)	1,200.00
<i>College of Commerce and Administration</i>				
<i>Journalism</i>				
William M. Ware	Editor—Lantern	Au. Qr.	Au.Wi.Sp.	500.00
Robert M. Sherwood	Bus. Manager—Lantern	Au. Qr.	Au.Wi.Sp.	300.00
			plus 2% commission on adv. collections	
<i>Sociology</i>				
Edwin S. Burdell	Instructor (part time)	Au. Qr.	Au.Wi.Sp.	900.00
William L. Leap	Assistant	Au. Qr.	Au.Wi.Sp.	900.00
V. Dewey Annakin	Assistant	Wi. Qr.	Wi.Sp.	600.00
			period	300.00
Samuel A. Kramer	Assistant	Au. Qr.	Au.	period
James T. Laing	Assistant	Au. Qr.	Au.Wi.Sp.	1,000.00
<i>College of Education</i>				
<i>Fine Arts</i>				
Paul Bogatay	Research Asst.	Oct. 1, 1932 to July 1, 1933		175.00
	(Salary to be paid from General Education Board fund)			mo.
<i>Music</i>				
Mary Phillips	Part-time Instr.	Au. Qr.	Au.Wi.Sp.	500.00
Ivatee M. Behrens	Part-time Instr.	Au. Qr.	Au.Wi.Sp.	500.00
Helen F. Stone	Part-time Instr.	Au. Qr.	Au.Wi.Sp.	500.00
Olwen E. Jones	Part-time Instr.	Au. Qr.	Au.Wi.	350.00
			period	
<i>Psychology</i>				
Marie Skodak	Assistant	Au. Qr.	Au.Wi.Sp.	1,500.00
Frank N. Stanton	Assistant	Au. Qr.	Au.Wi.Sp.	2,000.00
<i>School Administration</i>				
Florence Foye	Assistant	Su. Qr.	Su.	250.00
				period
L. L. May	Assistant	Su. Qr.	Su.	250.00
				period
Charles S. Foster	Assistant	Au. Qr.	Au.Wi.Sp.	450.00
<i>University School</i>				
Caldwell Johnson	Instructor	Oct. 1, 1932	Au.Wi.Sp.	2,750.00
Oliver S. Loud	Instructor in Science	Oct. 1, 1932	Au.Wi.Sp.	3,000.00
	Education			
Marguerite C. Reich- enburg	Instructor in Modern Language Education	Oct. 1, 1932	Au.Wi.Sp.	2,880.00
Norma Albright	Asst. Professor in Home Econ. Education	Oct. 1, 1932	Au.Wi.Sp.	3,000.00
Laura Zirbes	Director of Research	July 1, 1932	Su.Au. Sp.	No sal.
Jessie L. Rhulman	Registrar and Editor	July 1, 1932	(12 mos.)	1,500.00
<i>College of Engineering</i>				
<i>Broadcasting Station</i>				
Mary G. Jenkins	Dramatic Asst.	July 1, 1932	Su.Au.Wi.Sp.	500.00
<i>Engineering Experiment Station—F-9</i>				
G. E. Large	Sr. Research Engineer	July 1, 1932 for 1 mo.		316.50
				period
<i>Mineralogy</i>				
Robert A. Schoenlaub	Grad. Assistant	Au. Qr.	Au.Wi.Sp.	500.00
Richard K. Lee	Stud. Assistant	Oct. 1, 1932 to June 1, 1933		30.00
				mo.
<i>College of Law</i>				
Arthur T. Martin	Asst. Professor	Oct. 1, 1932	Au.Wi.Sp.	4,000.00
<i>College of Medicine</i>				
<i>Pathology</i>				
Joseph E. Horton	Stud. Assistant	July 1, 1932	Su.Au.Wi.Sp.	300.00
C. J. Delor	Stud. Assistant	July 1, 1932	Su.Au.Wi.Sp.	300.00
Charles R. Burbacher	Stud. Assistant	July 1, 1932	Su.Au.Wi.Sp.	300.00

<i>Physiological Chemistry and Pharmacology</i>					
Sylvanus Conley	Tech. Assistant	July 1, 1932	Su.Au.Wi.Sp.	1,000.00	
<i>Surgery</i>					
Orville M. Wright	Assistant	July 1, 1932	Su.Au.Wi.Sp.	1,200.00	
<i>Starling-Loving Hospital</i>					
Calvin Jackson	Resident Physician	July 1, 1932	Su.Au.Wi.Sp.	1,200.00	
Blanche Skinner	Supervisor	July 1, 1932 for 2 mos.		125.00	
Eva Rose	General Duty Nurse	July 1, 1932		1,200.00	
Corrine Scott	General Duty Nurse	July 1, 1932 for 2 mos.		100.00	
Rose Keiner	General Duty Nurse	July 10, 1932		1,200.00	
Bessie Shank	Asst. Cook	July 1, 1932		600.00	
<i>St. Francis Hospital</i>					
J. J. Brumbaugh	Interne	July 1, 1932	Su.Au.Wi.Sp.	200.00	
Lawrence Ihle	Interne	July 1, 1932	Su.Au.Wi.Sp.	200.00	
Joseph Ingmire	Interne	July 1, 1932	Su.Au.Wi.Sp.	200.00	
George Mathews	Interne	July 1, 1932	Su.Au.Wi.Sp.	200.00	
Avery Powell	Interne	July 1, 1932	Su.Au.Wi.Sp.	200.00	
Franklin Smith	Interne	July 1, 1932	Su.Au.Wi.Sp.	200.00	
Rollin Durant	Interne	July 1, 1932	Su.Au.Wi.Sp.	No sal.	
(Above salaries payable in quarterly installments)					
<i>Graduate School</i>					
Rodger L. Schaefer	Nathaniel Wright	Au. Qr.	Au.Wi.Sp.	750.00	
	Lord Fellow				
<i>President's Division</i>					
<i>Library</i>					
Charles W. Thompson	Bindery Foreman	July 16, 1932		2,850.00	
<i>Military Science</i>					
Maj. Edwin F. Shaffer	Asst. Professor	Sept. 1, 1932	(10 mos.)	250.00	
Maj. Lowell B. Wright	Asst. Professor	Sept. 1, 1932	(10 mos.)	250.00	
1st Lt. G. D. Adamson	Asst. Professor	Sept. 1, 1932	(10 mos.)	250.00	
<i>Physical Education for Women</i>					
Louise Schutz	Instructor	Au. Qr.	Au.Wi.Sp.	1,800.00	
Hermine Sauthoff	Instructor	Au. Qr.	Au.Wi.Sp.	1,700.00	
<i>Physical Plant</i>					
<i>Light, Heat and Power—Generation</i>					
Malcolm Wolfe	Stud. Chemist	July 1, 1932 for 10 mos.		500.00	
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Changes in Title

Name	Title—From	To	Effective
<i>College of Arts and Sciences</i>			
<i>Chemistry</i>			
Jack Compton	Grad. Assistant	Assistant	Au. Qr.
John Piper	Assistant	Special Assistant	Au. Qr.
L. A. McDowell	Grad. Assistant	Assistant	Au. Qr.
H. R. Weimer	Assistant	Special Assistant	Au. Qr.
Edward Wesp	Special Assistant	Instructor	Sept. 1, 1932
<i>College of Education</i>			
<i>Psychology</i>			
John P. Nafe	Professor	1st term, Su. Qr. Assoc. Professor	
Willard L. Valentine	Asst. Professor	Assoc. Professor	Oct. 1, 1932
<i>College of Medicine</i>			
<i>Surgery</i>			
Edward H. Wilson	Instructor	Asst. Professor of Orthopedic Surgery	July 1, 1932
<i>President's Division</i>			
<i>Physical Education for Men</i>			
Darwin Hindman	Asst. Professor	Assoc. Professor	Oct. 1, 1932
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Changes in Salary

Name	Title	Effective	From	To
<i>College of Arts and Sciences</i>				
<i>Chemistry</i>				
Jack Compton	Assistant	Au. Qr.	500.00	1,000.00
L. A. McDowell	Assistant	Au. Qr.	500.00	1,000.00
John Piper	Special Assistant	Au. Qr.	1,000.00	1,500.00
H. R. Weimer	Special Assistant	Au. Qr.	1,000.00	1,500.00
Edward Wesp	Instructor	Sept. 1, 1932 for 12 mos.	1,500.00	2,250.00
<i>College of Education</i>				
<i>Psychology</i>				
Willard L. Valentine	Assoc. Professor	Oct. 1, 1932	3,386.00	3,500.00
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*Miscellaneous
Recommendations*

That the quarters of service of Robert F. Rinehart, Graduate Assistant in the Department of Mathematics, be changed from Autumn, Winter and Spring, to Summer, Autumn and Winter, 1932-1933, so that he may take charge of an over-flow class in the present Summer Quarter.

That the quarters of service of Henry Wolthorn, Graduate Assistant in the Department of Chemistry, be changed from Autumn, Winter and Spring, to Summer, Autumn and Winter, 1932-1933, to give assistance in the present Summer Quarter, called for by a large freshman enrollment.

That the quarters of service of Donald Babcock, Graduate Assistant in the Department of Chemistry, be changed from Autumn, Winter and Spring to Summer, Autumn and Winter, 1932-1933, to give assistance in the present Summer Quarter, called for by a large freshman enrollment.

That the quarters of service of Otis Dermer, Assistant in the Department of Chemistry, be changed from Autumn, Winter and Spring, to Summer, Autumn and Winter, 1932-1933, so that he may render assistance in the Summer Quarter called for by the large enrollment of freshmen.

That the quarters of service of Paul Flory, Graduate Assistant in the Department of Chemistry, be changed from Autumn, Winter and Spring, to Summer, Autumn and Winter, 1932-1933, so that he may render assistance in the Summer Quarter, called for by the large enrollment of freshmen.

That the quarters of service of Miss Medora Grandprey, Instructor in the Department of Home Economics, be changed from Autumn, Winter and Spring, to Winter and Spring, 1932-1933, and that a leave of absence without salary be granted to her for the month of January, 1933. Miss Grandprey is taking earned vacation in the Summer and Autumn Quarters of 1932 and will return to service in February, 1933.

That the quarters of service of Paul Winter, Graduate Assistant in the Department of Chemistry, be changed from Autumn, Winter and Spring, to Summer, Autumn, and Spring, to take the place this Summer Quarter of a Graduate Assistant who has resigned.

That the record of Associate Professor John M. Russ of the Department of Engineering Drawing be credited for teaching service rendered during the Spring Quarter of 1929 which, through failure of the Department to report, was not placed upon his record at that time. This will merely balance his account with the University.

That the teaching service rendered by Professor Perry P. Denune of the Department of Sociology during the Summer of 1930 be recognized as extra teaching, in accordance with the understanding verbally entered into at the time, and that this service be credited in accordance with his annual rating of the fiscal year 1930-1931.

That the effective date of the contract of Assistant Professor Howard E. Hamlin of the Department of Physiology for the year 1932-1933, be changed from July 1, 1932 to October 1, 1932, because of a mistake in the previous recommendation.

That the teaching contract of Robert O. Roseler, Assistant Professor in Department of German, be made effective July 1 instead of October 1 for the year 1932-1933.

That the quarters of service of George R. Havens, Professor in the Department of Romance Languages, be changed from the Summer, Autumn and Winter to the Autumn, Winter and Spring for the year 1932-1933.

That the following internes be assigned to the University Hospital instead of St. Francis Hospital, namely: Theodore Cutright, John R. Alley, Oscar W. Jepsen, Byron B. Blank, Edgar A. Fry, and Richard A. Firmin.

That there be appropriated from the Maintenance Funds of the University the sum of \$250.00 for the use of the Y.W.C.A. of the Ohio State University for the period July 1 to December 31, 1932; and that there be appropriated also from the Maintenance Funds the sum of \$750.00 for the use of the Y.M.C.A. of the Ohio State University for the period July 1 to December 31, 1932.

That \$800.00 be appropriated from Maintenance Funds for the use of the Journal of Higher Education for the period ending December 31, 1932.

That the amount of \$55.00 paid as fees for attending the University in the Winter, Spring and Summer Quarters of 1927 by Harry A. Ballou, be repaid to him in accordance with the terms of the Jones Law of Ohio; Mr. Ballou did not know at the time of his rights under this statute.

That repayment be made to Hiram R. Mason in the amount of \$70.00 paid as fees by him in the Spring Quarter of 1926, Summer Quarter, 1926, Summer Quarter 1928, and Summer Quarter 1929, in accordance with the privilege extended to him by the Jones Law; he did not know of his rights under this act when he was a student.

That the various units of the laboratory schools operated or to be operated by the College of Education be comprehended under the one term "The University School."

That the Budget of the Elementary School now carried in the Department of Principles of Education be transferred to the University School, and that the laboratory fees received from pupils be accounted for in accordance with the present procedure and used for the maintenance of the Elementary School under the administration of the Director of the University School.

That the administration of the Summer Quarter Demonstration School be transferred from the Department of Principles of Education to the University School, and that the laboratory fees received from pupils be accounted for in accordance with the present procedure and used for the maintenance of the Demonstration School under the administration of the Director of the University School.

That Professor Laura Zirbes, who has been up to the present

time in charge of the Elementary School, be made Director of Research in the University School.

That the contract between the State Board for Vocational Education and the Ohio State University for the year 1932-1933 presented herewith be approved:

**CONTRACT BETWEEN THE STATE BOARD FOR VOCATIONAL
EDUCATION AND THE OHIO STATE UNIVERSITY**

In consideration of the fact that the State Board for Vocational Education hereby agrees to reimburse the University in the amounts and for the purposes stated in the tentative budgets herewith, the Ohio State University agrees to conduct in the College of Agriculture a course for the training of teachers in vocational agriculture and a course for the training of teachers in vocational home economics in accordance with the State Plan adopted by the State Board for Vocational Education for the year 1932-1933.

These courses for the training of teachers in vocational agriculture and in vocational home economics will be kept up to the standards demanded by the State Plan and will be subject to the general supervision of the State Board for Vocational Education.

Reimbursements in amounts not to exceed those stated in the budgets herewith will be made by the State Board for Vocational Education upon receipt of the affidavit from the Secretary of the Board of Trustees of Ohio State University as to the actual expenditures for that month.

*Budget for Teacher Training in
Agriculture*

Salaries	\$23,700.00
Stenographer	1,200.00
Travel	1,300.00
Research	900.00
Supplies	300.00
Postage and Communication	200.00
Printing	90.00
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	\$27,690.00

*Budget for Teacher Training in Home
Economics*

Salaries	\$14,800.00
Clerical (Grade 1, Rate C)	1,440.00
Travel	1,000.00
Supplies	100.00
Postage and Communication	100.00
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	\$17,440.00

In behalf of Ohio State
University
(Signed) GEORGE W. RIGHTMIRE
President

(Signed) CARL E. STEEB
Secretary, Board of Trustees

Date: July 11, 1932

In behalf of the State
Board for Vocational
Education
(Signed) B. O. SKINNER
*President and Executive
Officer*

That the personal service budget for Vocational Agriculture and Vocational Home Economics, to be paid from funds allowed by the State Board of Education for the training of teachers in Vocational

Agriculture and Vocational Home Economics, presented herewith, be approved:

Department of Agricultural Education

Wilbur F. Stewart.....	Professor (part salary).....	\$ 2,100.00
H. G. Kenestrick.....	Asst. Professor	3,500.00
L. E. Jackson.....	Asst. Professor	3,600.00
A. C. Kennedy.....	Instructor, Reynoldsburg.....	2,900.00
E. O. Bolender.....	Instructor, Hilliards	2,900.00
F. J. Ruble.....	Instructor, Grove City.....	2,800.00
Howard McClarren.....	Instructor, Westerville.....	2,800.00
L. B. Fidler.....	Instructor, Canal Winchester..	2,700.00
Helen V. Killworth.....	Clerk	1,200.00

\$ 24,500.00

Department of Home Economics

Alice M. Donnelly.....	Asst. Professor (part salary).....	\$ 1,575.00
Clara M. Bancroft.....	Asst. Professor	2,825.00
Hazel H. Huston.....	Asst. Professor	2,925.00
Helen Westervelt.....	Instructor, Canal Winchester..	2,000.00
Esther Loomis.....	Instructor, Reynoldsburg.....	2,475.00
Estelle Barton.....	Instructor, Columbus North ..	2,175.00
	High	
Elizabeth Moore....	Assistant, Au. & Sp. Qrs.....	825.00
Marie Kuglen.....	Clerk	1,440.00

\$ 16,240.00

* * * * *

The President now presented the following minute concerning the death of Miss Gertrude Kellicott:

Miss Gertrude S. Kellicott died after a brief illness on June 26, 1932. She came into the service of the University as a member of the library staff in November 1896 and has served continuously for a period of almost thirty-six years in the University Library. For many years she was in charge of all accessions to the library and made all orders for books and conducted the very large domestic and foreign correspondence necessary to obtain books, with signal success. She had the highest respect of the entire library staff and University community, and was always enthusiastic and effective in caring for her section of the library.

Miss Kellicott furnished a complete illustration of the type of University staff member who is conscientious, enthusiastic, and devoted to the up-building of the institution. This minute is presented in recognition of her high character and her unselfish and cooperative service.

Upon motion of Mr. Stone, seconded by Mrs. Paterson, the above minute was approved by unanimous vote and was ordered made a part of the records of this meeting.

* * * * *

The President presented the revised Rules and Regulations of the Board of Trustees pertaining to the business organization of the University.

Upon motion of Mr. Kaiser, seconded by Mr. Stone, said revised Rules and Regulations were upon roll call unanimously adopted, and the Secretary was directed to have same printed for distribution.

FUNCTIONS

(Duties and Responsibilities)

THE BUSINESS ORGANIZATION

The Business Organization of The Ohio State University shall consist of the Administrative and Physical Plant Divisions as shown on the Business Organization Chart of the University, which chart is made a part of these rules and regulations.

The Administrative Division shall consist of:

- A. The Business Office
- B. Service Enterprises

The Physical Plant Division shall consist of the Departments of:

- A. Architecture and New Construction
- B. Operation and Maintenance

SECRETARY AND BUSINESS MANAGER

As Secretary, he shall be responsible to the Board of Trustees, and his duties shall be as prescribed below:

He shall

- be custodian of the books and papers of the Trustees and of the University Seal
- in all proper cases authenticate the acts of the Board of Trustees by affixing said seal
- conduct the ordinary correspondence of the Board of Trustees
- attend all meetings of the Board and all meetings of the Committees of the Board (except when excused) and keep a correct record of the proceedings
- sign all diplomas and certificates

As Business Manager, he shall be responsible to the Board of Trustees through the President of the University, and his duties shall be as prescribed below:

He shall

- be the financial officer of the University
- receive all moneys due the University and shall pay the same over to the State Treasurer or to the Treasurer of the University in accordance with the law
- approve vouchers on the Auditor of State or the Treasurer of the University for the monthly salary installments as they fall due, and for all expenditures for wages, current expenses, equipment, improvements and new construction
- maintain such systems of accounting as shall conform to the fiscal policy of the State and to the needs of the University
- furnish to the President, for his use in the preparation of the annual salary budget, a careful estimate of the income available for such purpose

furnish to each member of the Board and to the President reports showing the financial condition of the University
 act as appointing officer of the University in all positions covered by the State Civil Service Law
 keep such records as will give a complete history of the operation of the Civil Service Laws and Regulations in the University
 have executive authority over the business administration of the Residence Halls
 have general supervision over the officers and employees of the Administrative and Physical Plant Divisions
 perform such other duties as may be ordered by the Board of Trustees
 give bond to the State of Ohio for the use of the University in the sum of twenty thousand dollars, and conditioned upon the faithful performance of his duties and for the payment to the State Treasurer and Treasurer of the University of all moneys coming into his hands as such officer; said bond shall be signed by a surety company authorized to do business in the State of Ohio, and the premium thereon shall be paid by the University; said bond shall be filed with the Treasurer of the University

ADMINISTRATIVE DIVISION

THE BUSINESS OFFICE

The Business Office shall consist of the General Department, Purchasing Department, the Receiving Department and the Accounting Department and shall be under the direct control and supervision of the Business Manager.

PURCHASING DEPARTMENT

The Purchasing Agent

The Purchasing Agent shall
 be responsible to the Business Manager
 be responsible for and have general supervision over the Purchasing Department in the Business Office
 receive all properly approved requisitions
 promptly acknowledge the receipt of each requisition and shall advise the sender thereof as to the approximate date of delivery of articles requisitioned
 secure, if possible, competitive prices on all proposed purchases and such competitive prices shall be attached to the proper requisition
 make purchases of all supplies, food, materials, books and equipment for all Divisions and Departments of the University

sign all purchase orders
 receive all complaints on articles delivered and shall, at once,
 take the matter up with the proper firm
 approve all invoices where definite quantities and definite prices
 are not indicated on the purchase order
 be responsible for the proper recording of all transactions per-
 taining to the Purchasing Department
 perform such other duties as may be assigned by the Business
 Manager
 give bond to the State of Ohio for the use of the University in
 the sum of five thousand dollars, and conditioned upon the
 faithful performance of his duties; said bond shall be signed
 by a surety company authorized to do business in the State
 of Ohio, and the premium thereon shall be paid by the Uni-
 versity; said bond shall be filed with the Treasurer of the
 University

RECEIVING DEPARTMENT

Director of Stores and Receiving

The Director of Stores and Receiving shall
 be responsible to the Business Manager
 be responsible for and have general supervision over the Receiv-
 ing Department in the Business Office
 be responsible for receiving, checking as to quantity and quality
 and delivery to the proper department, of all supplies, food,
 materials, books and equipment for all Divisions and De-
 partments of the University
 be responsible for the approval as to quantity and quality of all
 invoices for supplies, food, materials, books and equipment
 for all Divisions and Departments of the University
 be responsible for the proper recording of all transactions per-
 taining to the Receiving Department
 be responsible for the proper packing and shipping of all items
 of University business going out from the Receiving De-
 partment
 be responsible for filing claims against the proper transportation
 company for loss or damage of all University property
 be responsible for depositing in the Business Office all cash in
 connection with the Receiving Department
 be responsible for the delivery and accounting for all military
 property owned or controlled by The Ohio State University
 make such reports as may be required by the Business Manager
 perform such other duties as may be assigned by the Business
 Manager

Assistant Director of Stores and Receiving

The Assistant Director of Stores and Receiving shall be responsible to the Director of Stores and Receiving perform such duties as may be assigned by the Director of Stores and Receiving in the absence of the Director of Stores and Receiving assume the duties of the Director as outlined above

ACCOUNTING DEPARTMENT

Comptroller

Assistant Comptroller

Internal Audit Section	Auditing Section
Cashier Section	Bookkeeping Section
Personnel Section	Inventory Section

The Comptroller

The Comptroller shall

- be responsible to the Business Manager
- be responsible for and have general supervision over the Accounting Department in the Business Office
- audit the accounts of all commercial or rotary departments in the University
- make such changes in the accounting procedure of any commercial or rotary department as he shall deem advisable
- endorse on each requisition received by the Purchasing Department, the classification and account to which such requisition shall be charged
- make regular reports to the Business Manager covering the financial affairs of the University
- perform such other duties as may be assigned by the Business Manager
- in the absence of the Secretary and Business Manager, assume the duties of the Secretary and Business Manager as outlined above
- give bond to the State of Ohio for the use of the University in the sum of ten thousand dollars, and conditioned upon the faithful performance of his duties; said bond shall be signed by a surety company authorized to do business in the State of Ohio, and the premium thereon shall be paid by the University; said bond shall be filed with the Treasurer of the University

The Assistant Comptroller

The Assistant Comptroller shall
be responsible to the Comptroller

perform such duties as may be assigned by the Comptroller
in the absence of the Comptroller, assume the duties of the
Comptroller as outlined above

Cashier Section

The Cashier shall

be responsible to the Comptroller
be responsible for the proper operation of the Cashier's Section
be responsible for all cash received from students for fees and
deposits and all moneys deposited by the various depart-
ments
be responsible for properly depositing all cash received
be responsible for the proper recording of all transactions per-
taining to the Cashier's Section
perform such other duties as may be assigned by the Comptroller
give bond to the State of Ohio for the use of the University in
the sum of ten thousand dollars, and conditioned upon the
faithful performance of his duties; said bond shall be signed
by a surety company authorized to do business in the State
of Ohio, and the premium thereon shall be paid by the Uni-
versity; said bond shall be filed with the Treasurer of the
University

The Assistant Cashier shall

be responsible to the Cashier
perform such duties as may be assigned by the Cashier
in the absence of the Cashier, assume the duties of the Cashier,
as outlined above
give bond to the State of Ohio for the use of the University in
the sum of five thousand dollars, and conditioned upon the
faithful performance of his duties; said bond shall be signed
by a surety company authorized to do business in the State
of Ohio, and the premium thereon shall be paid by the Uni-
versity; said bond shall be filed with the Treasurer of the
University

Personnel Section

The Personnel Clerk shall

be responsible to the Comptroller
be responsible for the proper recording of the actions of the
Board of Trustees relating to the regular instructional staff
and employees
see that the appointments of the Civil Service employees are
made in conformity with the provisions of the State Civil
Service Laws and Regulations
be responsible for the proper recording of all transactions per-
taining to the Salary Budget and Salary Pay Roll
perform such other duties as may be assigned by the Comptroller

Auditing Section

The Auditor shall

- be responsible to the Comptroller
- be responsible for the proper operation of the Auditing Section
- receive copies of all orders issued by the Purchasing Department
- receive copies of all corrections on orders issued by the Purchasing Department
- receive all invoices and bills and, after proper approval, prepare vouchers in payment thereof
- be responsible for the proper recording of all transactions pertaining to the payment of invoices and bills
- be responsible for the distribution of all warrants and checks issued in payment of the vouchers prepared
- keep a record of all leases, rentals, and other special contracts acted upon by the Board of Trustees so that payments may be made in accordance with that action
- perform such other duties as may be assigned by the Comptroller

Bookkeeping Section

The Head Bookkeeper shall

- be responsible to the Comptroller
- be responsible for the proper operation of the Bookkeeping Section
- be responsible for the proper recording of all transactions pertaining to State Appropriations, Federal Funds, cash receipts, orders and vouchers
- be responsible for the balancing of all books of account and the preparation of monthly and annual financial statements
- be responsible for the proper recording of all transactions in connection with loans to students
- perform such other duties as may be assigned by the Comptroller

Inventory Section

The Inventory Clerk shall

- be responsible to the Comptroller
- be responsible for the proper operation of the Inventory Section
- be responsible for the proper recording of all transactions pertaining to permanent equipment, including purchases, transfers, gifts, equipment made and dispositions
- furnish to the chairman of each department a duplicate of his departmental inventory
- properly mark with a serial number all equipment which is added to the inventory
- make periodic verification of the actual equipment with the record as carried in the Business Office
- perform such other duties as may be assigned by the Comptroller

SERVICE ENTERPRISES

The Service Enterprises shall consist of General Service, Telephone Exchange, Photographic Service, Stores, Tool Room and Residence Halls.

The General Service, Telephone Exchange, Photographic Service, Stores and Tool Room shall be under the direct control and supervision of the Business Manager.

The Residence Halls shall be under the executive authority of the Business Manager in all matters pertaining to the business administration.

GENERAL SERVICE ENTERPRISES

Director

Mailing Room
Tabulating Service
Print Shop
Book Store

The Director

The Director shall

be responsible to the Business Manager
be responsible for and have general supervision over the General Service Enterprises
make such reports as are necessary covering the affairs and transactions of said Enterprises
perform such other duties as may be assigned by the Business Manager

MAILING ROOM

The Distribution Clerk shall

be responsible to the Director of General Service Enterprises
be responsible for the proper operation of the Mailing Room
be responsible for the collection and distribution of Campus Mail
be responsible for the distribution of bulletins, catalogs and other publications issued by the University
be responsible for all cash received from the sale of any publication which bears a selling price
be responsible for the collection of all accounts receivable
be responsible for depositing all cash receipts in the Business Office
be responsible for the proper recording of all transactions pertaining to the Mailing Room
perform such other duties as may be assigned by the Director of General Service Enterprises

TABULATING SERVICE

The Tabulating Machine Operator shall

be responsible to the Director of General Service Enterprises

be responsible for the proper operation of the Tabulating Service
perform such other duties as may be assigned by the Director of
General Service Enterprises

PRINT SHOP

The Director of General Service Enterprises shall
be responsible for the proper operation of the Print Shop
be responsible for all cash received by the Print Shop
be responsible for the collection of all accounts receivable
be responsible for depositing all cash receipts in the Business
Office
be responsible for the proper recording of all transactions per-
taining to the Print Shop
be responsible for the preparation of financial statements of the
Print Shop

BOOK STORE

The Head Bookkeeper shall
be responsible to the Director of General Service Enterprises
be responsible for the proper operation of the Book Store
be responsible for all cash received by the Book Store
be responsible for the collection of all accounts receivable
be responsible for depositing all cash receipts in the Business
Office
be responsible for the proper recording of all transactions per-
taining to the Book Store
prepare financial statements of the Book Store
perform such other duties as may be assigned by the Director
of General Service Enterprises

TELEPHONE EXCHANGE

The Chief Operator shall
be responsible to the Comptroller
be responsible for the proper operation of the Telephone Ex-
change
be responsible for all cash received by the Telephone Exchange
be responsible for the collection of all accounts receivable
be responsible for depositing all cash receipts in the Business
Office
be responsible for the proper recording of all transactions per-
taining to the Telephone Exchange
perform such other duties as may be assigned by the Comptroller

PHOTOGRAPHIC SERVICE

The Chairman of the Department of Photography shall
be responsible for and have general supervision over the Photo-

graphic Service in the Department of Photography and in such position shall be responsible to the Business Manager be responsible for the proper operation of the Photographic Service

be responsible for all cash received by the Photographic Service be responsible for the collection of all accounts receivable be responsible for depositing all cash receipts in the Business Office

be responsible for the proper recording of all transactions pertaining to the Photographic Service

make such reports as may be required by the Business Manager perform such other duties, pertaining to the Photographic Service, as may be assigned by the Business Manager

STORES

Director of Stores and Receiving

The Director of Stores and Receiving shall

be responsible to the Business Manager

be responsible for the proper operation of the Stores System

be responsible for all cash received by the Stores

be responsible for the collection of all accounts receivable

be responsible for depositing all cash receipts in the Business Office

be responsible for the proper recording of all transactions pertaining to the Stores System

be responsible for the preparation of financial statements of the Stores System

be responsible for the stock of merchandise carried in the Stores be responsible for taking the proper inventories of stock carried in the Stores

make such reports as may be required by the Business Manager perform such other duties as may be assigned by the Business Manager

Assistant Director of Stores and Receiving

The Assistant Director of Stores and Receiving shall

be responsible to the Director of Stores and Receiving

be directly responsible for the proper operation of the Stores System

maintain such records as are necessary for the proper operation of the Stores System

perform such other duties as may be assigned by the Director of Stores and Receiving

in the absence of the Director of Stores and Receiving, assume the duties of the Director as outlined above

TOOL ROOM

The Director of Stores and Receiving shall
 be responsible to the Business Manager
 be responsible for the proper operation of the Tool Room located
 in the Service Building
 perform such other duties as may be assigned by the Business
 Manager

RESIDENCE HALLS

The Superintendent shall
 be responsible to the Business Manager for the business admin-
 istration of the Residence Halls
 be responsible for all cash received by the Residence Halls
 be responsible for the collection of accounts receivable
 be responsible for depositing all cash receipts in the Business
 Office
 be responsible for the proper recording of all transactions per-
 taining to the Residence Halls
 be responsible for the preparation of financial statements of the
 Residence Halls
 perform such other duties as may be assigned by the Business
 Manager in connection with the business administration of
 the Residence Halls

Superintendent of Dormitories

(Note) "In all matters pertaining to policies and regulations, the house superintendent shall be responsible to the President. In all matters pertaining to the business administration of the dormitories she shall be responsible to the Business Manager."—By-Laws of the Board of Trustees.

PHYSICAL PLANT DIVISION

 DEPARTMENT OF ARCHITECTURE AND NEW CONSTRUCTION
 UNIVERSITY ARCHITECT'S OFFICE

University Architect

The University Architect shall
 be responsible to the Business Manager
 be responsible for and have general supervision over the Univer-
 sity Architect's Office
 be responsible for the preparation of campus diagrams to show
 proper location of new buildings and group arrangements
 and all major improvements affecting the physical appear-
 ance of the campus
 be responsible for the preparation of drawings, specifications
 and estimates of cost of all new buildings and the super-
 vision of the construction of the same

be responsible for a new building until it has been completed and accepted by the Board of Trustees

be responsible for the preparation of drawings, specifications and estimates of cost of all repairs, betterments or alterations which shall need drawings and specifications to intelligently and efficiently carry them out, and shall have supervision of all work coming under this head which shall have been let by contract

be responsible for the preparation of drawings, specifications and estimates of cost of all furniture and equipment which may be ordered by the Business Manager

inspect the execution of all work in process of construction for which he has prepared the drawings and specifications and shall make the proper reports thereon

advise with the Superintendent of Buildings and Grounds in regard to the repairs, betterments or safety of any building

shall consult with the Superintendent of Buildings and Grounds prior to and during the preparation of drawings and specifications for mechanical equipment including plumbing, heating, electrical work, and all other services which the Department of Operation and Maintenance will maintain after the building has been accepted by the Board of Trustees. In case an agreement cannot be reached the matter shall be referred to the Business Manager for adjustment

shall present such drawings and specifications to the Superintendent of Buildings and Grounds for approval before they are presented to the Board of Trustees

prepare such planting schemes for the campus as may be regularly ordered

make such reports as may be required by the Business Manager

perform such other duties as may be assigned by the Business Manager

DEPARTMENT OF OPERATION AND MAINTENANCE (Service Department)

The Department of Operation and Maintenance shall consist of the following sections:

Office, Buildings, Light, Heat and Power, Machine Shop
Roads and Grounds, Landscape Gardener
Police and Watchmen
Janitors, Laundry, Garage, Refrigeration
Elevators, Fire Protection
Superintendent of Buildings and Grounds

Assistant Superintendent of Buildings and Grounds
 Office
 Buildings
 Carpenters
 Painters
 Tinner
 Light, Heat and Power
 Generation
 Chief Operating Engineer
 Boiler Room Foreman
 Electrician
 Maintenance Mechanic
 Distribution
 Electrician
 Steamfitter and Plumbers
 Machine Shop
 Roads and Grounds
 Landscape Gardener
 Police and Watchmen
 Janitors
 Laundry
 Garage
 Refrigeration
 Elevators
 Fire Protection

DEPARTMENT OF OPERATION AND MAINTENANCE

Superintendent of Buildings and Grounds

The Superintendent of Buildings and Grounds shall
 be responsible to the Business Manager
 be responsible for and have general supervision over the Department of Operation and Maintenance
 be responsible for the execution of betterments, alterations, repairs and the construction of equipment upon regular University order issued by the Purchasing Department
 shall consult with the University Architect prior to and during the preparation of drawings and specifications for mechanical equipment including plumbing, heating, electrical work, and all other services which the Department of Operation and Maintenance will maintain after the building has been accepted by the Board of Trustees. In case an agreement cannot be reached the matter shall be referred to the Business Manager
 shall approve such drawings and specifications before they are presented to the Board of Trustees

be responsible for the proper working condition of all fire protection equipment
 be the custodian of all keys for University buildings
 perform such other duties as may be assigned by the Business Manager

Assistant Superintendent of Buildings and Grounds

The Assistant Superintendent of Buildings and Grounds shall
 be responsible to the Superintendent of Buildings and Grounds
 prepare, subject to the approval of the Superintendent of Buildings and Grounds, all plans and specifications covering equipment of a mechanical nature which is operated by the Department of Operation and Maintenance (Service Department)
 perform such other duties as may be assigned by the Superintendent of Buildings and Grounds
 in the absence of the Superintendent of Buildings and Grounds, assume the duties of the Superintendent of Buildings and Grounds

OFFICE SECTION

The Chief Clerk shall

be responsible to the Superintendent of Buildings and Grounds
 be responsible for and have general supervision over the records in the office section
 be responsible for the correspondence of the division
 be responsible for making up of all reports, requisitions and orders
 be responsible for keeping the time of employees
 be responsible for the job cost records
 see that all orders issued to the several foremen by the Superintendent of Buildings and Grounds are being promptly and properly executed and report thereon to the Superintendent of Buildings and Grounds
 perform such other duties as may be assigned by the Superintendent of Buildings and Grounds

BUILDING SECTION

Foreman of Carpenters

The Foreman of Carpenters shall

be responsible to the Superintendent of Buildings and Grounds
 have charge of and be responsible for all carpenters and helpers
 be responsible for all carpenters' repairs and maintenance work in and about buildings
 be responsible for the building of all furniture and equipment as may be ordered by the Purchasing Department

be responsible for the erection of platforms and stages for commencements and other functions held in buildings and on the campus
 be responsible for the making of all extra keys and the repair of locks in buildings
 perform such other duties as may be assigned by the Superintendent of Buildings and Grounds

Foreman of Painters

The Foreman of Painters shall
 be responsible to the Superintendent of Buildings and Grounds have charge of and be responsible for all painters, helpers and plasterers
 be responsible for the painting of the interior and exterior of buildings and for the papering and decoration required in said buildings
 be responsible for the glazing, lettering and numbering as may be required in buildings or departments
 be responsible for repairing plaster in all buildings
 perform such other duties as may be assigned by the Superintendent of Buildings and Grounds

Foreman of Tinnners

The Foreman of Tinnners shall
 be responsible to the Superintendent of Buildings and Grounds have charge of and be responsible for all tinnners and helpers
 be responsible for all roof, gutter and downspout repairs
 be responsible for all other repair work which may come under his trade
 build such new equipment or apparatus as may be regularly ordered by the Purchasing Department
 regularly inspect the roofs on all buildings for safety and tightness
 perform such other duties as may be assigned by the Superintendent of Buildings and Grounds

LIGHT, HEAT AND POWER SECTION

Assistant Superintendent of Buildings and Grounds

The Assistant Superintendent of Buildings and Grounds shall
 be responsible to the Superintendent of Buildings and Grounds have charge of and be responsible for the proper operation of the Light, Heat and Power section including the Power Plant
 keep the Superintendent of Buildings and Grounds fully informed as to the condition of the Power Plant

make bi-monthly statements of the operation of the Power Plant to the Superintendent of Buildings and Grounds perform such other duties as may be assigned by the Superintendent of Buildings and Grounds

GENERATION

Chief Operating Engineer

The Chief Operating Engineer shall be responsible to the Assistant Superintendent of Buildings and Grounds be responsible for the proper operation and maintenance of the following:

Turbines	Dom. Water Pumps	All steam mains & pipe lines in engine room & basement. Except: Boiler feed mains Minor Maintenance Work on all equipment for which he has operating responsibility
Generators	Stadium Water	
Condensers	Heaters	
Aux. Equipment	Air Compressors	
Exhaust heaters	Stadium Water	
Five Steam Heaters	Pumps	
Circulating Pumps	Oil Filter	
Plant Cleanliness	Oil Pump	
Exciters	Air Filters	
Dom. Water Heaters		

be responsible for the proper operation of the switchboard perform such other duties as may be assigned by the Assistant Superintendent of Buildings and Grounds

Boiler Room Foreman

The Steam Fitter and Boiler Room Foreman shall be responsible to the Chief Operating Engineer be responsible for the proper operation and maintenance of the following:

Boiler	Coal Crusher	Water Softener
Stokers	Coal Elevator	Recording Instrument
Feed Water Heaters	Loco-Crane	Steam & Pipe lines in boiler room
Feed Water Pumps	Coal Belts	
Forced Draft Fans	Coal Bins	Boiler feed mains
	Coal Larries	

perform such other duties as may be assigned by the Chief Operating Engineer

Electrician

The Electrician shall be responsible to the Assistant Superintendent of Buildings and Grounds

be responsible for the maintenance of the switchboard and all other electrical equipment in the Power Plant
 be responsible for the installation and maintenance of all underground distribution lines from the Power Plant to and including the transformers in the various buildings
 perform such other duties as may be assigned by the Assistant Superintendent of Buildings and Grounds

Maintenance Mechanic

The Maintenance Mechanic shall
 be responsible to the Chief Operating Engineer
 be responsible for and have general supervision over the following:
 Pipe Machines
 Machine Tools
 Power Driver Tools
 Steam Traps
 Major maintenance work on all equipment for which the chief operating engineer has operating responsibility
 All Steam or other fluid leaks in threads, gaskets or joints
 Pump House equipment
 Periodic Inspection Service
 Construction Work
 perform such other duties as may be assigned by the Chief Operating Engineer

DISTRIBUTION

Foreman of Electricians

The Foreman of Electricians shall
 be responsible to the Superintendent of Buildings and Grounds
 have charge of and be responsible for all electricians and helpers
 be responsible for the distribution of electric current for light and power throughout all buildings beginning at the building transformers
 be responsible for the overhead lines to buildings and for lighting the campus
 be responsible for repair and maintenance of all electrical circuits, switches, transformers, motors, lightning arresters, house telephones and switchboards on the campus
 be responsible for the construction of such new electrical work as may be ordered by the Purchasing Department
 perform such other duties as may be assigned by the Superintendent of Buildings and Grounds

Foreman of Steam Fitters and Plumbers

The Foreman of Steam Fitters and Plumbers shall

be responsible to the Superintendent of Buildings and Grounds have charge of and be responsible for all steam fitters, plumbers, heat regulation man, night trouble man, welders, helpers and the engineer and fireman at the Animal Husbandry Building

be responsible for the distribution of steam for power and heating, hot water for heating buildings and domestic hot water. The distribution of service for steam for power covers all main lines from the outside wall of the Power House to and including the terminals in the various buildings, except in the Mechanical Laboratory where it stops just inside the building. The distribution of service for steam and hot water for heating covers all main lines from the outside wall of the Power House to and including the terminals in the various buildings, which terminals are understood to be radiators or hot blast coils. The distribution of service for domestic hot water covers all main lines from the outside wall of the Power House to and including the faucets and fixtures in the various buildings

be responsible for all repairs and maintenance on distributing mains, valves, heating apparatus, heat regulation, air washers and domestic hot water apparatus

be responsible for the repair and maintenance of all plumbing in the buildings

be responsible for the repair and extension of all cold water mains in the ground and in the tunnels

be responsible for the distribution of compressed air in the tunnels and through the buildings

be responsible for the distribution of gas from the Regulator House through the tunnels and conduits to all services of whatever kind on the campus or in the various buildings

be responsible for the inspection, repair and maintenance of the fire protection system and make such reports on the condition of the equipment as may be required

perform such other duties as may be assigned by the Superintendent of Buildings and Grounds

MACHINE SHOPS

The Master Mechanic shall

be responsible to the Superintendent of Buildings and Grounds be responsible for the proper operation of the Machine and Blacksmith shops

be responsible for all maintenance repairs which are regularly ordered

be responsible for the erection of new machinery and shafting
 be responsible for the moving of old machinery
 be responsible for the building of such equipment as regularly
 ordered
 perform such other duties as may be assigned by the Superintendent of Buildings and Grounds

ROADS AND GROUNDS

Maintenance Engineer

The Maintenance Engineer shall
 be responsible to the Superintendent of Buildings and Grounds
 have charge of and be responsible for the proper operation of
 Roads and Grounds section
 be responsible for the following:

1. New Work
 - A. Construction of new roads and walks
 - B. Sewers and tunnels
 - C. Concrete and brickwork
2. Maintenance Work
 - A. Repair of roads and walks
 - B. Sewers and tunnels
 - C. Concrete and brickwork
 - D. Railway spur and sidings
 - E. Mowing grass, disposing of leaves and care of woods
 - F. Collection of and disposal of rubbish and other refuse which may accumulate on the campus or in buildings
 - G. Grading and seeding
3. Drag Line

establish grades and levels as required by the University Architect
 make necessary drawings and specifications of work to be executed
 perform such other duties as may be assigned by the Superintendent of Buildings and Grounds

LANDSCAPE GARDENER

The Landscape Gardener shall
 be responsible to the Superintendent of Buildings and Grounds
 execute all planting schemes which have been approved by the University cabinet
 be responsible for the following:

- Trimming of shrubbery
- Mulching shrubbery
- Propagation
- Planting and care of flowers on the campus

Trimming Trees

Nursery development

perform such other duties as may be assigned by the Superintendent of Buildings and Grounds

POLICE AND WATCHMEN

The Police and Watchmen shall

be responsible to the Superintendent of Buildings and Grounds report on all matters to the Superintendent of Buildings and Grounds except in case of emergency, requiring immediate action, report should be made to the quickest available officer of the University

patrol the grounds and buildings in accordance with the schedule prescribed by the Superintendent of Buildings and Grounds

arrest and take into custody any persons or person violating any of the Rules of the Board of Trustees, City Ordinances, or the State Laws

make such reports to the Superintendent of Buildings and Grounds as may be required

in case of fire, notify the campus operator

pay particular attention to traffic on the campus

perform such other duties as may be assigned by the Superintendent of Buildings and Grounds

The Night Supervisor shall

be responsible to the Superintendent of Buildings and Grounds be responsible for the Night Watchmen

receive all station calls made by the night watchmen and make record of same

transmit to the night watchmen such orders and instructions as may be necessary

in case of fire, notify the City Fire Department, the engineer on duty at the Power House and the proper officers of the University

perform such other duties as may be assigned by the Superintendent of Buildings and Grounds

JANITORS

The Superintendent of Janitors shall

be responsible to the Superintendent of Buildings and Grounds have charge of and be responsible for all janitor service and the operation of elevators, except in the Hospital, Nurses Home and Residence Halls

in his weekly inspection of each building, see that all fire extinguishers are in place and that all fire hose is properly racked or reeled

make such reports as may be required by the Superintendent of Buildings and Grounds
perform such other duties as may be assigned by the Superintendent of Buildings and Grounds

LAUNDRY

Foreman of Laundry

The Foreman of Laundry shall
be responsible to the Superintendent of Buildings and Grounds have charge of and be responsible for the proper operation of the laundry
make such reports as may be required by the Superintendent of Buildings and Grounds
perform such other duties as may be assigned by the Superintendent of Buildings and Grounds

GARAGE

Foreman of the Garage

The Foreman of the Garage shall
be responsible to the Superintendent of Buildings and Grounds have charge of and be responsible for the proper operation of the garage
regularly inspect all automobiles and trucks
be responsible for the maintenance and repair of all automobiles and trucks of the University excepting those belonging to the Farm Crops Department
see that the bus is operated on the regular schedule
perform such other duties as may be assigned by the Superintendent of Buildings and Grounds

REFRIGERATION MECHANIC

The Refrigeration Mechanic shall
be responsible to the Superintendent of Buildings and Grounds inspect each machine as frequently as may be ordered by the Superintendent of Buildings and Grounds
be responsible for the proper maintenance and repair of all Refrigeration and Ice Making Machinery in the various buildings
make such reports as may be required
perform such other duties as may be assigned by the Superintendent of Buildings and Grounds

ELEVATOR INSPECTOR

The Elevator Inspector shall
be responsible to the Superintendent of Buildings and Grounds have charge of and be responsible for the inspection, care and

maintenance of all passenger elevators, freight elevators,
 lifts and dumb waiters in the various buildings
 inspect passenger elevators at least once each week
 inspect freight elevators and lifts at least once each two weeks
 inspect dumb waiters at least once each month
 make such reports as may be required
 perform such other special duties as may be assigned by the
 Superintendent of Buildings and Grounds

FIRE PROTECTION

The various employees of the Department of Operation and Maintenance shall be responsible for the Fire Protection equipment as indicated in the preceding Rules and Regulations and repeated below.

Superintendent of Buildings and Grounds shall be responsible for the proper working condition of all fire protection equipment

Foreman of Steam Fitters and Plumbers shall be responsible for the inspection, repair and maintenance of the fire protection system and make such reports on the condition of the equipment as may be required

Superintendent of Janitors shall in his weekly inspection of each building see that all fire extinguishers are in place and that all fire hose is properly racked or reeled.

* * * * * *
 Upon motion of Mr. Atkinson, seconded by Mr. Caton, \$20,000
 was appropriated, by unanimous vote, from the Interest on Endow-
 ment Fund to be expended for apparatus and equipment for the
 University School.

* * * * * *
 The following extra to contract was now presented as prepared
 by Mr. William C. McCracken, Chief Engineer, for work done on the
 Ash Conveying Equipment for the New Springfield Boiler, Power
 Plant:

The Huffman-Wolfe Company—June 27, 1932

2½ Yds. Additional Excavation @ \$3.50	\$ 8.75
2 Yds. Additional Concrete Work @ \$9.50	19.00
One Additional Outlet in 8" Ash Lime	48.00

Total\$75.75

Upon motion of Mr. Stone, seconded by Mrs. Paterson, the above extra to contract was upon roll call unanimously approved.

* * * * * *
 The President now presented the following recommendation:
 That Captain Paul A. Barry who is to be relieved from active
 service by the War Department, be retained in the service of the
 University at a salary of \$2500 per annum, effective July 1, 1932, with
 such duties as will be assigned by Colonel G. L. Townsend, the PMS
 and T. This salary is provided by reducing cadet officers' pay from
 \$4900 to \$2900, by abolishing the position held by Fritz Howe, Assist-
 ant at \$250, and by continuing the salary of \$250 hitherto paid to
 Captain Barry by the University. There is therefore no additional

unbudgeted money to be used; it is merely an adjustment within present budget limits.

Upon motion of Mr. Laybourne, seconded by Mr. Caton, the above recommendation as presented by the President was upon roll call unanimously approved.

* * * * *

Thereupon the Board adjourned to meet at Gibraltar Island upon call of the Chairman.

(Signed) CARL E. STEEB,
Secretary.

(Signed) EGBERT H. MACK,
Chairman.

OFFICE OF THE BOARD OF TRUSTEES
THE OHIO STATE UNIVERSITY

Gibraltar Island, Ohio, August 18, 1932.

The Board of Trustees met at Gibraltar Island, Ohio, at 3:00 p. m., pursuant to call of the Chairman.

Present: Egbert H. Mack, Chairman, Lawrence E. Laybourne, Herbert S. Atkinson, and Mrs. Alma W. Paterson.

* * * * *

The minutes of the last meeting were approved.

* * * * *

Upon motion of Mr. Atkinson, seconded by Mr. Laybourne, the following recommendations of the President as presented below, were upon roll call unanimously approved:

Resignations

The following resignations were accepted and the balance cancelled in accordance with the general rule:

Name	Title	Date Effective	Annual Rate
<i>College of Arts and Sciences</i>			
<i>Bacteriology</i>			
Bernice T. Horton	Instructor	Oct. 1, 1932	1,500.00
<i>Mathematics</i>			
Brandon G. Rightmire	Grad. Assistant	Aug. Qr.	No sal.
<i>Romance Languages</i>			
G. E. Wade	Assistant	July 22, 1932	1,000.00
<i>College of Education</i>			
<i>Bureau of Educational Research</i>			
Thelma T. Radekin	Stenographer	July 31, 1932	1,200.00
Mrs. Kay D. Watson	Stenographer	Aug. 31, 1932	1,200.00
<i>College of Medicine</i>			
<i>Obstetrics</i>			
Thomas A. Vogel	Instructor	July 1, 1932	250.00
<i>Starling-Loving Hospital</i>			
Franklin Smith	Part-time Lab. Technician	July 1, 1932	600.00
<i>President's Division</i>			
<i>Physical Education for Men</i>			
Gladys P. Stingley	Stenographer	Aug. 1, 1932	1,140.00
<i>Administrative Division</i>			
<i>Business Office</i>			
Lucy J. Cobb	Clerk	July 15, 1932	1,200.00
<i>Dean of Women's Office</i>			
Henrietta Jettinghoff	Stenographer	July 31, 1932	960.00
<i>Physical Plant</i>			
<i>Engineer's Office</i>			
Rex Hammond	Elevator Inspector	Aug. 7, 1932	1,920.00
<i>Light Heat & Power—Generation</i>			
Fred Brewer	Engineer (retired) (died July 31, 1932)	July 31, 1932	720.00
<i>Police & Watchmen</i>			
Harry L. Dixon	Nightwatchman	May 31, 1932	1,380.00
*	*	*	*

Appointments

The following appointments were approved and the necessary amount appropriated to meet the salaries in accordance with the general rule:

Name	Title	Effective	Quarters	Annual Rate
<i>College of Arts and Sciences</i>				
<i>Bacteriology</i>				
John R. Dick	Instructor	Au. Qr.	Au.	375.00 period
<i>Chemistry</i>				
LeRoy M. Dearing	Grad. Assistant	Au. Qr.	Au. Wi. Sp.	500.00
<i>College of Commerce and Administration</i>				
<i>Social Administration</i>				
Mrs. Bernadine A. Fouch	Grad. Assistant	Au. Qr.	Au. Wi. Sp.	500.00
Mrs. Anna H. Kuntz	Grad. Assistant	Au. Qr.	Au. Wi. Sp.	500.00
<i>College of Education</i>				
<i>Administration</i>				
Leston L. Love	Acting Junior Dean	Au. Qr.	Au. Wi. Sp.	3,750.00
(Special contract which will require the payment of \$3750 in nine equal installments, beginning with October, 1932)				
<i>Bureau of Educational Research</i>				
Vivian F. Wheedon	Research Asst.	Oct. 1, 1932	Su. Au. Wi. Sp.	1,200.00
Edith Richards	Assistant	Aug. 1, 1932 for 1 mo.		100.00 period
Mrs. Mary Howe	Stenographer	Sept. 1, 1932		1,200.00
<i>University School</i>				
Jane Aubrey	Part-time Instr., English	Oct. 1, 1932	Au. Wi. Sp.	900.00
Louise M. Ort	Half-time Nurse	Oct. 1, 1932	Au. Wi. Sp.	750.00
Beatrice Ferham	Accompanist & Assistant	Oct. 1, 1932	Au. Wi. Sp.	270.00
Margaret S. Millar	Head Teacher, Frambes Avenue Building	Oct. 1, 1932	Au. Wi. Sp.	1,500.00
Lucille Yeager	Stenographer	July 12, 1932		1,020.00
<i>College of Engineering</i>				
<i>Architecture</i>				
C. Ralph Fletcher	Assistant	Au. Qr.	Au. Wi. Sp.	600.00
<i>Ceramic Engineering</i>				
George H. Spencer-Strong	Stud. Asst.	Au. Qr.	Au. Wi. Sp.	250.00
<i>Chemical Engineering</i>				
Wei Chieh Hsieh	Assistant	Au. Qr.	Au. Wi. Sp.	300.00
<i>College of Medicine</i>				
<i>Physiology</i>				
Donald E. Yochem	Assistant	Au. Qr.	Au. Sp.	480.00 period
Harry L. Katz	Grad. Assistant	Au. Qr.	Au. Wi. Sp.	500.00
James R. Matson	Grad. Assistant	Au. Qr.	Au. Wi. Sp.	500.00
Flora Scherer	Grad. Assistant	Au. Qr.	Au. Wi. Sp.	500.00
Samuel Garrett	Stud. Assistant	Au. Qr.	Au. Wi. Sp.	360.00
Robert C. Grubbs	Stud. Assistant	Au. Qr.	Au. Wi. Sp.	360.00
Lena Enright	Stud. Assistant	Au. Qr.	Au. Wi.	120.00 period
Luette Kuhlman	Stud. Assistant	Au. Qr.	Au. Wi.	120.00 period
<i>Starling-Loving Hospital</i>				
Corinne Lyons	Part-time Lab. Tech. Asst.	July 1, 1932	Su. Au. Wi. Sp.	600.00
Ada Lorraine Garrett	Diet Kitchen Helper	July 3, 1932		600.00
H. R. Billington	Cook	July 18, 1932		1,200.00
<i>College of Veterinary Medicine</i>				
William A. Mollard	Groom	Sept. 15, 1932 for 9 mos.		900.00
<i>Graduate School</i>				
Sandy Crisafulli	Scholar	Au. Qr.	Au. Wi. Sp.	300.00

8-18-'32

*President's Division
Library*

W. C. George	Check Room Attendant	July 1 to Dec. 31, 1932	100.00 mo.
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*Administrative Division
Dean of Women's Office*

Mary Hinchey	Stenographer	Aug. 1, 1932	960.00
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*Physical Plant
Police and Watchmen*

Cary M. Huston	Nightwatchman	July 1, 1932	1,380.00
*	*	*	*

Changes in Title

Name	Title—From	To	Effective
<i>College of Commerce and Administration</i>			
<i>Economics</i>			
Edison L. Bowers	Asst. Professor	Assoc. Professor	Oct. 1, 1932

*College of Medicine
Obstetrics*

Charles W. Pavey	Assistant and Resident Obstetrician	Instructor and Resident Obstetrician	July 1, 1932
*	*	*	*

Changes in Salary

Name	Title	Effective	From	To
<i>Agricultural Extension</i>				
F. I. Bell	Co. Agr. Agent, Williams County	July 1, 1932	2,500.00	2,400.00
Ross M. Work	Co. Agr. Agent, Logan County	July 1, 1932	2,700.00	2,430.00
Stanley Porter	Co. Agr. Agent, Lawrence County	July 1, 1932	2,800.00	2,700.00
*	*	*	*	*

*Miscellaneous
Recommendations*

That the quarters of service of Stanley J. Carpenter, University Scholar, be changed from Autumn, Winter and Spring, to Summer, Autumn and Winter for the year 1932-1933.

That the teaching contract of Dr. George M. Curtis of the Department of Surgery, be made effective October 1, 1932 instead of July 1, 1932 as previously reported.

That owing to an adjustment of the teaching program during the Summer Quarter, 1932, in the Department of Economics, the quarters of service of Professor H. Gordon Hayes be changed from Autumn, Winter, Spring to Summer, Autumn, Winter, and Spring, 1932-1933; and those of Assistant Professor Edison L. Bowers be changed from Summer, Autumn, Winter and Spring to Autumn, Winter, Spring, 1932-1933.

That due to a revision of the program in the Department of Psychology during the Summer Quarter 1932, the quarters of service of Associate Professor W. L. Valentine be changed from Summer, Autumn, and Spring to Autumn, Winter and Spring, 1932-1933.

That Mrs. Mariana Schaupp, Library Assistant, be granted a leave of absence, without salary, effective August 1, 1932 for one month.

That the sum of \$417.00 be appropriated to complete payment of salary to Harlow Lindley, Instructor in History. Mr. Lindley was appointed for the Winter and Spring Quarters, 1932, at an annual salary of \$2500.00. In making the recommendation this was figured as two-thirds of a year making his total salary \$1667.00. He has

received \$1250.00 up to the present time and in accordance with the President's recommendation is still entitled to \$417.00.

That the position of assistant for Dr. George M. Curtis be created in the Department of Medical and Surgical Research, at a salary of \$1500 per annum, effective October 1, 1932.

That a refund of Thirty (\$30.00) Dollars for incidental fees paid during the Spring Quarter, 1931, be made to H. E. Wetzel. Mr. Wetzel qualifies under the Ohio statute for exemption from the incidental fees, having been in active service in the United States Army during the World War and being a resident of Ohio during the year prior to his enlistment. The above fees were paid without knowledge of the existence of said statute.

That a refund of Twenty (\$20.00) Dollars for incidental fees paid during the Summer Quarter, 1931, be made to Edward M. Caldwell. Mr. Caldwell qualifies under the Ohio statute for exemption from the incidental fees having been in active service in the United States Navy during the World War and being a resident of Ohio during the year prior to his enlistment. The above fees were paid without knowledge of the existence of said statute.

That a refund of Thirty-seven (\$37.00) Dollars for fees in the College of Law, paid during the Spring Quarter, 1931, be made to Herbert J. Horner. Mr. Horner withdrew from the University on April 3, 1931, having attended no classes and at that time President Rightmire agreed to transfer his fees to a later quarter. He now finds that it will be impossible to return to the University.

That there be appropriated from the Maintenance Fund for the use of the Ohio Journal of Science for the period July 1, 1932 to December 31, 1932, the sum of \$400.00, in accordance with the plan of cooperation agreed to by the Board of Trustees at the meeting on May 20, 1931.

That the Engineering Experiment Station Council for the year 1932-1933 be constituted as follows:

For one year:	Professor Alpheus W. Smith
	Professor Arthur S. Watts
For two years:	Professor Franklin W. Marquis
	Professor Erwin E. Dreese
For three years:	Professor Clyde T. Morris
	Professor William J. McCaughey

That Section 7 of the resolution of the Board of Trustees dated April 13, 1931 concerning the fees for pupils in the University School be revoked, and the following resolution be made effective for the school year 1932-1933, namely:

That the tuition fee for each pupil in the University High School be fixed at \$10.00 for the Autumn Quarter and \$20.00 for each subsequent quarter in the year 1932-1933; that the matriculation fee for each pupil be fixed at \$10.00 for the Autumn Quarter and at \$10.00 for each new pupil admitted in each subsequent quarter of the year 1932-1933; and that a laboratory deposit fee for each pupil be fixed at \$20.00 for the Autumn Quarter and in case of new pupils entering in the subsequent quarters of the year 1932-1933 the laboratory deposit fee shall be fixed at \$10.00. The laboratory deposit fee, the tuition fee, and the matriculation fee shall be non-returnable in case of the withdrawal of the pupil after he has begun his class activities.

That in accordance with the recommendation of the University Faculty, degrees be awarded at the Summer Quarter Convocation on September 2nd, 1932, to the following named students who have completed the requirements therefor:

DOCTOR OF PHILOSOPHY

Arthur Anderson, B.Sc. in Agr., M.S. (University of Nebraska); William Edwin Arnold, A.B. (Kentucky Wesleyan College), A.M. (Columbia University); Ernest Edward Bayles, A.B., M.A. (University of Kansas); Herman Daniel Behrens, B.Sc. in Edu. (Kansas State Teachers College of Emporia), M.A.; Ernest Lavern Bowman, B.S. (Pennsylvania State College), A.M. (Columbia University); Jay Lea Chambers, A.B., M.A. (University of Kentucky); Alan Theodore Chapman, B.S. in Chem. (State College of Washington), M.Sc.; Lloyd Allen Cook, A.B. (Franklin College); Craig William Eagleson, B.S. (Iowa State College of Agriculture and Mechanic Arts), M.Sc.; George Wilbur Eddy, A.B., A.M. (Brown University), M.A. (Harvard University); James Ozro Engleman, A.B. (Indiana University), A.M. (University of Chicago); Robert Kriegbaum Fox, B.A., M.A.; Frederick Paxton Frutchey, B.A. (Ursinus College), A.M. (Colorado State Teachers College); Norma Catherine Furtos, B.A., M.A. (Western Reserve University); Alfred Earl Galloway, B.A., M.Sc.; Alfred Benjamin Garrett, B.S. (Muskingum College), M.Sc.; Martin Luther Goetting, A.B. (Rio Grande College), M.A.; Dwight Elder Gray, B.A. (Muskingum College), M.Sc.; Harold John Grimm, A.B. (Capital University), M.A.; Ralph Horn, A.B. (Ashland College), M.A.; Ralph Alden Loring, B.S. (Dartmouth College), M.A. (Harvard University); Leston Lewis Love, B.S., M.S. (Oregon State College); Berthus Boston McInteer, B.S. in Agr., M.Sc. (University of Kentucky); Franklin Holbrook McNutt, A.B., M.A. (Wittenberg College); Albert Henry Meier, A.B. (Illinois College), M.A. (Northwestern University); James Vard Melton, B.S. (Stephen F. Austin State Teachers College), M.A.; James Archibald Naftel, B.S., M.S. (Alabama Polytechnic Institute); James Curtis Newlin, A.B. (Guilford College), A.M. (Haverford College); Allen Edgar Ragan, A.B. (Miami University), A.M. (University of Chicago); Vernon Leslie Ricketts, B.Sc. in Chem., M.S. (State College of Washington); Alfred Byron Sears, B.A. (The College of Wooster), M.A. (University of Wisconsin); Victor Solberg, Ph.B. (University of Wisconsin), M.A. (University of Kansas); William John Tinkle, A.B. (Manchester College), M.A.; Logan Abner Waits, Ph.B. (University of Chicago), A.M. (Columbia University); Dwight Lester Warrick, A.B. (Otterbein College), M.A.; Ernest Lester Welborn, B.S., A.M. (Columbia University); Dorothy Jane Woodland, B.S. (The College of Wooster), M.Sc.; Robert Earl Yoder, B.Sc. in Agr.

MASTER OF ARTS

Henry Preston Adams, B.S. in Edu. (Oklahoma Agricultural and Mechanical College); Leonore Katherine Alway, B.S. (University of Minnesota); Anna Eleanor Anderson, B.A. (Muskingum College); Luro Anderson, B.A. (Illinois Woman's College); William Frank Asman, A.B. (Capital University); Kathryn Lawrence Augspurger, A.B. (Bluffton College); Francis Augustus Babione, B.S. in Bus. (Miami University); Basil A. Bailey, B.S. in Edu. (Ohio Northern University); Margaret Elinor Ballantyne, B.A. (Muskingum College); Clayton Merrel Barden, B.Ch.E.; Jesse Leonard Barnhart,

B.Sc. in Agr.; John Samuel Barrington, B.Sc. (Denison University); Mary Rosabelle Barron, A.B. (Miami University); Harry Clyde Bauman, B.S. in Edu. (Kent State College); Smyres Leonard Beaty, B.S. in Agr. (Purdue University); Byron Coleman Biggs, Ph.B. (Kenyon College); Dorothy Virginia Billman, B.A. (Western Reserve University); Lewis Edgar Bly, B.S. in Edu. (Mansfield State Normal School); Orville Abrim Bowman, B.S. in Edu. (Bowling Green State Normal College); Lucile May Boyd, B.S. in Edu. (Ohio University); Ellen Fessenden Boyer, Ph.B. (The College of Wooster); Harriet Evelyn Brate, B.S. in Edu. (Miami University); William John Brown, B.Sc. in Edu.; Edith Roberta Bruehlman, B.Sc. in Edu.; Willard Combs Bryan, B.S. in Edu. (Kent State College); Carleton Eugene Buell, A.B. (Oberlin College); Max Hyman Burstein, B.A.; Martha Florence Burwell, B.S. in Edu. (Bowling Green State Normal College); Wilbur Carl, B.S. (Carnegie Institute of Technology); James Donivan Carson, B.S. (Muskingum College); William Earnest Caswell, B.S. in Edu. (Mansfield State Teachers College); Alice Eliza Clemson, B.Sc. in Edu.; Clair D. Cocanower, A.B. (Manchester College); Paul Oscar Cochran, B.S. (Muskingum College); Morton Victor Collen, B.S. in E.E. (Purdue University); Edna Marie Cope, B.A. (Ohio Wesleyan University); Harold Umphrey Cope, B.S. in Edu. (Bowling Green State Normal College); Rebecca Lucile Cornetet, B.A., B.Sc. in Edu.; William Morton Curphey, B.Sc. in Bus. Adm.; Kathleen Kinney Davis, B.Sc. in Edu.; Ward Wendell Davis, B.S. in Edu. (Kent State College); Gordon Morgan DeWitt, B.S. in Edu. (Kent State College); Hilmer Christian Dickman, B.A. (Ohio Wesleyan University); John Carl Dorsey, B.S. in C.E. (Georgia School of Technology); William Jacob Durling, B.S. (Mount Union College); Harold H. Eibling, B.S. in Edu. (Ohio Northern University); Theodore Roger Eley, A.B. (Manchester College); Howard Agnue Emmons, A.B. (Ashland College); Leon Ernest Falgren, B.S. in Edu. (Kansas State Teachers College); Frederick Arthur Ficken, A.B. (Oberlin College); Lyle Rexford Fletcher, A.B. (Ohio University); Daniel Wetzel Fox, Jr., A.B. (Marshall College); Mary Frances Fox, B.Sc. in Edu.; Maurice Arthur Fox, A.B. (Hiram College); Aleen Mowen Froehlich, B.Sc. in Edu.; Enno George Fruewald, B.Sc. in Edu.; Russell Spencer Geil, A.B. (Denison University); Ruth Evelyn Gilley, A.B. (Olivet College); John Forsythe Glandon, B.S. in Edu. (Ohio University); Dudley Peters Glick, B.A.; Lauren Avery Glosser, B.A.; Mary Ruth Gorsuch, A.B. (Ohio University); Forest McKinley Guthrie, A.B. (Ohio University); Frank Edward Hale, B.A.; Robert Howard Hall, B.Sc. in Agr.; George Allen Hawkins, B.A. (West Virginia University); Robert Washington Haws, B.S. in Edu. (Ohio University); Josephine Ollire Henders, B.A. (Ohio Wesleyan University); Leonard Luther Henninger, A.B. (Ohio University); Otter Jesse Hill, B.Sc. in Edu.; Paul Stettler Hochstettler, A.B. (Bluffton College); Ivan Hostetler, A.B. (Bluffton College); Thomas Jefferson Huffman, A.B. (Marshall College); Thomas David Hughes, B.Sc. in Bus. Adm.; Jack Fein Isakoff, B.A. (Western Reserve University); Henriette Marta Jardon, B.S. (The College of the City of Detroit); Lawrence Lee Jarvie, B.S. in Edu. (Ohio University); Richard Reid Jefferson, A.B. (West Virginia State College); Dana Howard Johnson, A.B. (Wittenberg College); John Mason Jones, A.B. (Rio Grande College); Vernon David Keeler, A.B. (Rio Grande College); Jesse Alexander Keyser, B.Sc. in Edu., B.Sc. in Agr.; Lena R. Kiefer, B.A. (Western Reserve University); Warren Royal Kindy, A.B. (Man-

chester College); Richard Novel Knapp, B.A.; Carl F. Koontz, B.S. (Kent State College); Duncan Huey Kyle, B.S. in Edu. (Wilberforce University); Gottlieb Johann Lampl, A.B. (Capital University); Ralph Hoover Lane, A.B. (Capital University); Goldie Darline Lesser, B.A., B.Sc. in Edu.; Sherman Orno Liming, A.B. (Cedarville College); Francis Fulton Little, B.Sc. in Edu.; Ruth May Madden, A.B. (Bethany College); Harry Clifton Mahan, A.B. in Com. (Ohio University); Hugh Orlando Mallett, B.Sc. in Edu. (Muskingum College); Lawrence Thompson Mann, B.S. (Ashland College); Vernal Seale Mann, A.B. (Ashland College); Gilbert Anthony Martello, B.Sc. in Edu.; Albert Larue Mattoon, A.B. (Otterbein College); Walter Neri Matz, B.S. (Capital University); Mayme Estill McCall, B.A. (Antioch College); Ruth Elizabeth McClarren, B.A., B.Sc. in Edu.; Leo Eldridge McCoy, B.A., B.Sc. in Edu.; Susie McCreery, A.B. (Oberlin College); Gwendolen Benedict McDowell, A.B. (Wilson College); Otto Carl Meyer, A.B. (Capital University), B.Sc. in Edu. (Bowling Green State Normal College); Clarence David Miller, B.A. (University of Iowa); Gordon Melville Minton, A.B. (The College of the City of Detroit); Franklin Given Moore, B.Sc. in Bus. Adm.; Bernice Amelia Moran, B.A. (Ohio Wesleyan University); Margaret Martina Morris, B.S. (Columbia University); James Frederick Murphy, A.B. (University of Illinois); Marbury Bladen Ogle, Jr., B.A.; Arthur Turner Orner, A.B. (Leland Stanford University); Harold Wilton Overman, B.A.; Gail Rinehart Patton, B.S. in Edu. (Ohio Northern University); Alpha Cleveland Pence, B.A. (Ohio Wesleyan University); Fred Bradford Pettay, B.A. (Muskingum College); Harold Auburn Pieffer, B.S. (Denison University); Arthur Martin Pikor, B.Sc. in Edu.; Layton Charles Pollock, A.B. (Defiance College); Leland T. Powell, B.S. (Denison University); Ernestine Evelyn Price, A.B. (Randolph-Macon Women's College); Raymond Wilbert Pringle, A.B. (Oberlin College); Edward Lawrence Pross, B.Sc. in Edu., B.A.; Orville Ralph Raberding, B.S. in Edu. (Bowling Green State Normal College); Lloyd Louis Ramseyer, A.B. (Bluffton College); Ayden Arbert Remy, Ph.B. (Kenyon College); George Rilling, A.B. (Capital University); William Kouns Robinson, B.A.; Margaret Roling, B.A., B.Sc. in Edu.; Allyn Stage Rose, B.Sc. in Edu.; Charles Robert Ross, A.B. (Michigan State Normal College); Rebecca Ann Ross, A.B. (Denison University); Donald Franklin Sattler, A.B. (Kenyon College); Warren Edward Schaefer, A.B. (Wittenberg College); Howard Walter Scheuerman, A.B. (Defiance College); Mabel Mary Schramm, A.B. (Marietta College); Arthur B. Shibler, B.Sc. in Edu.; Herman Leroy Shibler, B.Sc. in Edu.; Samuel Shimp, B.S. (Mount Union College); William Henry Shupe, B.I.E.; Curtis Paul Smith, A.B. (Marshall College); Clara Berkley Snodgrass, B.Sc. in Edu.; Leonard Franklin Snyder, B.S. (Heidelberg College); Milton Francis Sprunger, A.B. (Bluffton College); Mary Elizabeth Staley, B.A. (Wells College); Frank Nicholas Stanton, B.A. (Ohio Wesleyan University); Doris Cathrine Stout, A.B. (Ashland College); Lillian Virginia Stover, B.A. (Ohio Wesleyan University); Mary Jane Strayer, B.A.; Paul Edman Strube, B.S. in Edu. (Kansas State Teachers College); Mary Ivory Strubel, B.A. (The College of Wooster); Merle Richard Sumption, A.B. (Capital University); Elvin Warnock Swander, B.A. (Earlham College); Wilbur William Swartz, B.S. in Edu. (Bowling Green State Normal College); Neil Emerson Taylor, B.Sc. in Bus. Adm.; Pearl William Thomas, B.S. in Edu. (Ohio Northern University); Helena Schwall Tubaugh, A. B. (Ohio University); John Wynne Vernon,

A.B. (Ohio University); Harold Sellev Vincent, A.B. (Greenville College); Isabelle Florence Wagner, B.S. in Edu. (Bowling Green State Normal College); Ray Osburn Walker, B.Sc. in Edu.; Walter Bogart Wedge, B.A. (Ohio Wesleyan University); Lawrence Virgil Weed, B.Sc. in Bus. Adm.; Roy Jacob Wertheim, B.A.; Foster Elijah Whitacre, A.B. (Ohio University); Lena May Wilson, B.A. (The College of Wooster); Zane Allen Wilson, A.B. (Otterbein College); William Dunn Wing, B.A.; Paul Kenneth Winter, B.S., B.A. (Muskingum College); Raymond A. Witchey, A.B. (Bucknell University); Hobart William Witte, B.A. (The University of the City of Toledo); Charles Floyd Wolfe, B.Sc. in Bus. Adm.; Homer Baldwin Wood, B.S. in Edu. (Ohio University); Eleanor Morgan Woolman, B.S. in Edu. (Kent State College); Russell Joseph Woolman, B.S. in Edu. (Muskingum College); Edwin Arthur Young, B.A. (University of Akron); Cecilia Helen Zarembski, B.A., B.Sc. in Edu.; Gertrude Nothstine Zeller, B.Sc. in Edu.; Glenn W. Zeller, B.Sc. in Agr.

MASTER OF SCIENCE

Herbert Joyce Barrett, B.A. (Ohio Wesleyan University); John Paul Barrett, B.A.; Lawrence George Brubaker, B.Sc. in Agr.; Francis Pettit Bundy, B.S. (Otterbein College); Robert Douglas Cameron, B.A.; Ralph Keith Child, B.Ch.E.; Charles Edwin Cusic, A.B. (Otterbein College); William Merrill Davis, B.S. (Rio Grande College); Ivy William Duggan, B.S. (Clemson Agricultural College); John Frederick Eichelberger, B.S. in Physics (Case School of Applied Science); James Kenneth Farrell, B.A.; Gertrude Ollie Fleeman, A.B. (Wittenberg College), B.Sc. in H.E.; Orin Peneton Gard, A.B. (Wittenberg College); Ralph Nelson Gibbs, B.Sc. in Edu.; Hubert Arthur Grove, B.Met.E.; Homer James Hall, A.B. (Marietta College); Herman Henry Harrison, B.Sc. in Ag.; Leon Havis, B.S. in Agr. (Texas Technological College); Harold Bruce Hill, B.Sc. in Edu.; Doris Merrill Horch, B.Sc. in H.E.; Raymond Baldwin Kelsey, B.S. (Connecticut Agricultural College); Claude Clayton Kiplinger, A.B. (Western Reserve University); Lehr Flynn Kissling, B.Ch.E.; William Peter Koontz, B.Ch.E.; Lillian Katharine Krueger, B.Sc. in Edu.; Sol Levy, B.S. (Carnegie Institute of Technology); Earl Albert Long, A.B. (Catawba College); Don D. Martin, A.B. (Manchester College); Sylvan Cuyler Martin, B.C.E.; Merle Gano McFadden, B.S. in Edu. (Indiana State Teachers College); Gordon F. Moore, B.S. (Wilmington College); William I. Mutchmore, B.A. (Ohio University); William Carl Nettles, B.S. (Clemson Agricultural College); Rene Oehler, B.A. (University of Illinois); John Templeton Poffenberger, A.B. in Edu. (Ball State Teachers College); Homer Skilton Powley, B.S. (Kenyon College); J. D. Quinn, B.Sc. (Mississippi Agricultural and Mechanical College); Ruth Veth Rinear, B.A., B.Sc. in Edu.; Brice Albert Schumacher, B.E. Physics; William Clifton Sears, B.A. (Ohio Wesleyan University); Raymond Russel Starbuck, B.S. (Wilmington College); Archie Robert Stevenson, B.Met.E.; Lester Marion Stone, B.Sc. in Agr.; Clair Olen Throne, B.S. (Manchester College); James Edward Trotman, B.S. (Wilberforce University); Ralph Burdellas Vogel, B.Sc. in Edu.; Cecil Herbert Wadleigh, B.S. (Massachusetts State College); Kenneth Jackson Weir, A.B. (Ohio Northern University); Sigmund Joseph Zarembski, B.Sc. in Edu.

MASTER OF ARTS IN SOCIAL ADMINISTRATION

John Aloysius Ey, Jr., B.A.; Andrew Roy Truelson, B.Sc. in Bus. Adm.

BACHELOR OF SCIENCE IN AGRICULTURE

William Wayne Balliet; Elmer Forrest Felton; Robert Leslie Fletcher.

BACHELOR OF SCIENCE IN HOME ECONOMICS

Naomi Ethel Adrian; Mary Luella Bargmann; Erma Loree Blackburn; Margaret Esther Cram; Florence Dorothy Geese; Erma Leone Henderson; Vera Bauman Hill; Ella Louise Hoffman; Wilma L. Kirkbride; Charlotte Elizabeth Lanman; Lucille Mary Link; Doris Imogene McDonald; Marian Katherine Morris; Mary Elizabeth Nicholson; Helen Elizabeth Reid; Shirley Mary Scherer; Minnie May Sesser; Katharine Myers Sheckler; Madalene Cornelia Sparrow; Vivian Rosella Stern; Madge Fluette Straw; Harriet Aurilla Tulloss; Ruth Elizabeth Winland.

BACHELOR OF ARTS

Helen Lucile Adcock; Aloysius Carleton Allen, Jerome Joseph Alt; Joseph James Borchert; Henry Joseph Caren; Nunzio Cerasa; Dorothy Childs; Clifford Harry Coles; Viola Frances Crawford; John Richard Desiderio; Elizabeth Louise Drum; Edgar Elliott Findlay; Wilbur Graham Fisher; Helen Baldwin Gray; William LeRoy Halfaker; Robert Browning Harness; Ernest Kaim Hatton; James Arther Helm; Mary Josephine Keegan; John Harold Kegg; Charles Kenneth Kincaid; Helen Fern Lawson; Leslie Lovass (cum laude and with High Distinction in Economics); Mary Jeannette Nichols, B.S. in Edu. (Ohio University); Helen Norma Nupuf; George L. Pelton; Robert George Pike; Joseph William Pound; Louis Ravin; Herbert Blough Rieth; Joseph Ramos Sanchez; Robert Lister Scott; Eleanor Ruth Shultzman (with High Distinction in English); Mabel Elizabeth Sims; Helen Marilena Spear; Robert Clarence Taylor; Mary Grace Thexton; Cecil Bates Twine; George Ernest Tyack; John Plato Walsh; John Larimer Wilson.

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

James Richard Argo; Lyle John Babbitt, Jr.; Thomas Schaad Bachman; Doyt Eugene Bell; Seyford Lowell Betz; Lester George Brailey; Earl Homer Bugbee; Fred Russell Cashner; Robert William Cassil; Theodore Christopher Chang; Charles Edward Davis; Gilbert Harris Durbin; Earl Daniel Durr; John Donald Fort; Lawrence Shedrick Gable; Bruce Osborn Gebhardt; Charles Goettemoeller; Nathan Louis Kazdin; Matilda Kline; Dale Frederick Krebs; Ford Franklin Linzee; Harold Wayne Loomis; Charles John Lopes; Robert Dallas Marshall, A.B. (Cedarville College); Robert Dale Musson; Harvey Edward Rodgers; Michael Albert Roth; Bernard Sperber; David Stein; Harold Allen Stewart; Verna Helen Thomas; Charles Oscar Tracy; Robert Alexander Wahl; Kathryn Mae Williams; J. Milton Zeckhauser.

BACHELOR OF SCIENCE IN JOURNALISM

Richard Joseph Beard; Ethel Minnie Cadley; Llewellyn Anderson Coles; Vincent James Donahue; Helen Mae Westerman.

BACHELOR OF SCIENCE IN SOCIAL ADMINISTRATION

Alice Gertrude Bell; Virginia Elizabeth Hartman; Elizabeth Mae Neiswonger.

BACHELOR OF SCIENCE IN EDUCATION

Clara Hardway Barnett; Ellsworth Carl Bartlett; Rhea Elizabeth Beard; Rupert Rennison Beetham; Dorothy Jane Boyd; Glendon Ken-

neth Bradford; Selma Marcelle Brown; David Clifton Bryant, Jr., B.A.; Inez Pickering Bryant; Vera Anne Candon; Violet McCune Cash; Dorothy Childs; Charles Ernest Cobb; Edna Elizabeth Cochran; Grace Colvin; Bertha Creswell; Joseph John Crifasi; Hiram Wayne Cummings; Irene Curless; Ernest Clifford Dilger; Roger Winferd Easley; Marlin Kelton Farmer; Carrie Isabelle Fischer; James Theodore Flood, B.A. (Gallaudet College); Gertrude Marie Fox; George Frederick Francis; Mabel Fudge; John Wilford Gahn; Henrietta McCarty Gillespie; Muriel Carrie Goen; Sadabelle Grimm; B. Harry Gunderson; Adalma Leona Henschen; Eunice Dissinger Hercher; Marjorie Brown Hilkert; Allein Yant Holden; Marian Priscilla Holfelner; Martha Marguerite Howser; Mahala Edna Ingram; Della Greek Knotts; Margaret McNabb Koehler; Frances Elaine Krasevec; Franklin Myron Krause; Elsie Ethel Krumbein; James Cecil Lawson; Benjamin B. Levenson; Benjamin Lampson Lewis, II, B.A. (Washington and Lee University); John Siegbert Lorr; David Robert Lyons; Jessie Turner Mahn; Robert Chase McCafferty; Janet Winifred McCluer; John Wilson McNeill; Elizabeth Smith McQuown; Francis Leo Meara, B.E.E., M.A., Ph.D.; Ruth Martha Metzger; Lavonne June Middlesworth; Rose Eloise Miller; Duffrin Alexis Morris; Esther Marian Nelson; Bertha Mae Orr; Louise Mary Ort; Martin Edward Peck; Dorothy Marie Penman; Dale Curtis Powell; Kenneth DeWitt Powers; Irene Edris Reynolds; George Arthur Rigrish; Herbert Alva Rogers; Lucile Row; Mildred Iona Sampson; Sarah Sampson; Herbert Harvey Sanders; Sadybelle Scott; Edna Ruth Shuster; Allen Alexander Staub; Gaylord B. Stephenson; Chester Kenneth Stichweh; Jacob Lehr Swihart; Dorothy Grace Swisher, B.A. (Smith College); Robert Clarence Taylor; Richard Ernest Teichert; Elizabeth Floretta Terrill; Dorothy Doris Tice; Eva Anita Tolan; William Howell Ward; Leland Homer Whitacre; Essa Vera Willison; Lewis John Wiragos; Olive Woodruff; Myrtie Florence York; Mary Marceline Yost; Louis Anthony Zarembski.

BACHELOR OF FINE ARTS

Julian Arba Wheelock.

BACHELOR OF ARCHITECTURE

Harold LeRoy Henderson; Armand Herald Innocenzi.

BACHELOR OF ARCHITECTURAL ENGINEERING

Robert Joseph Schomer.

BACHELOR OF CERAMIC ENGINEERING

Haven Max Zimmerman.

BACHELOR OF CHEMICAL ENGINEERING

Homer Robert Gill; Elmer Charles Piotter; Cyril Routledge Porthouse; Harold Wright Quigley; Charles Eugene Roth; Hyman Hirsch Weinberg.

BACHELOR OF CIVIL ENGINEERING

James Frank Baxa; Clyde Smythe Jenkins; Clarence Leslie Rice; Robert Leslie Wehr.

BACHELOR OF MECHANICAL ENGINEERING

Clifford Alden Bough; Frank Louis Prachar.

BACHELOR OF METALLURGICAL ENGINEERING

George Thomas Motok.

BACHELOR OF SCIENCE IN APPLIED OPTICS

Howard Fenimore Haines, B.Sc. in Bus. Adm.; Aram Tootikian.

BACHELOR OF SCIENCE IN PHARMACY

Raymond Mitchell Royle.

DOCTOR OF VETERINARY MEDICINE

Donald Eckert Simes.

CERTIFICATE OF PUBLIC HEALTH NURSING

Eugenia Cornea Motok, R.N.; Ada Elizabeth Galloway, R.N.

* * * * *

The President now presented the budget for the Department of Agricultural Extension for the year 1932-1933, and reported that by telephone conversation he had learned that the Committee of the Board on the Agricultural Extension budget for 1932-1933, after a study of the situation, had decided to recommend to the Board that the budget be approved as submitted. Thereupon the President called by telephone all members of the Board and notified them of this recommendation by the Committee, and thereupon six members of the Board voted to approve the Committee's recommendation in favor of the budget; Trustee Egbert H. Mack voted "No." This method was pursued in soliciting Board action because the Director of Agricultural Extension found it necessary to make adjustments called for by the budget out in the counties and quick action was needed.

The Agricultural Extension budget for the year 1932-1933 is therefore approved as submitted, the vote being as follows:

Ayes: Messrs. Stone, Caton, Laybourne, Kaiser, Atkinson, and Mrs. Paterson.

Nay: Mr. Mack.

THE OHIO STATE UNIVERSITY

AGRICULTURAL EXTENSION SERVICE

SOURCES OF INCOME

1932-1933

State Appropriation	\$301,600.86
Smith-Lever Fund	172,972.88
Supplementary Extension Fund.....	62,558.59
Capper-Ketcham Fund	39,797.02
Additional Cooperative Extension Fund.....	21,000.00
Regular U. S. D. A. Fund.....	9,750.00
Clark-McNary Fund	1,750.00
Institute Funds from Counties.....	15,400.00
Ohio Experiment Station (Forestry).....	1,350.00
Total	\$626,179.35
County Agent Funds from Counties.....	184,462.00
	\$810,641.35
Other Funds (Private).....	6,450.00
Grand Total	\$817,091.35

AGRICULTURAL COLLEGE EXTENSION SERVICE PROJECTS
BUDGET 1932-1933

PROJECT NO. 1—ADMINISTRATION

	Smith-Lever Federal	State	Supp. Ext. Fund	Supp Ext. Offset	Capper- Ketchem	Not-Offsetting State County
<i>Personnel, Etc.</i>						
H. C. Ramsower, salary.....	\$ 1,000.00					\$ 4,550.00
Expenses						500.00
Geo. B. Crane, salary.....	2,090.00	2,090.00				
Tessa Webb, salary.....	900.00	900.00				
Julia Whitmer, salary.....						1,140.00
Nelson Capell, salary.....						1,500.00
J. A. Bond, salary.....						1,500.00
Stud. Labor, Chart making, etc..	300.00					
<i>Office Supplies</i>						
Small Printing	1,500.00					1,500.00
Stationery	357.50					292.50
Office Supplies	31.54					1,500.00
Postage	625.00					1,350.00
Express, freight	150.00					150.00
Communication	1,125.00					675.00
Educational Supplies	17.85					282.15
Envelopes for Counties (U. S. D. A.)*						
<i>Equipment</i>						
Office	350.00					
Educational	35.00					465.00
Automobile	300.00					
<i>Materials</i>						
Motor Supplies	597.80					152.20
General Plant						350.00
Repairs	40.00					60.00
<i>Contingent Fund</i>	3,075.31					
	\$12,495.00	\$ 2,990.00				\$15,966.85
* U. S. D. A. \$1,600.00						Total for Project No. 1.....\$33,051.85

PROJECT No. 1-A—EDITORIAL WORK

	Smith-Lever Federal	State	Supp. Ext. Fund	Capper- Ketchem	Not-Offsetting State	County	Add. Coop. Ext.
<i>Personnel, Etc.</i>							
J. E. McClintock, salary.....					\$ 1,275.00		
Elmer Rowalt, salary.....		\$ 2,500.00					
Expenses					200.00		
Van Rensselaer Sill, salary.....	\$ 2,400.00						
Ethel Cadley, salary.....		2,800.00					
C. E. Wilson, salary.....		2,945.00					
Dorothy Sheridan, salary.....		1,080.00					
Reva Zuravsky, salary.....	1,080.00						
	<u>\$ 3,480.00</u>	<u>\$ 9,325.00</u>			<u>\$ 1,475.00</u>		
Total for Project No. 1-A.....							\$14,280.00

PROJECT No. 1-B—PUBLICATIONS

Printing and Distribution of Bulletins

Printing Bulletins	\$ 6,069.66		\$ 2,000.00	\$ 2,260.34		\$ 670.00
Cuts	1,200.00					
Ralph Sprung, salary.....				1,560.00		
Stanley Gordon, salary.....				1,380.00		
Labor of Mailing.....	130.00			370.00		
	<u>\$ 7,399.66</u>		<u>\$ 2,000.00</u>	<u>\$ 5,570.34</u>		<u>\$ 670.00</u>
Total for Project No. 1-B.....						\$15,640.00

PROJECT No. 1-C—CORRESPONDENCE COURSES

J. E. McClintock, salary.....				\$ 3,000.00		
Expenses				100.00		
Edith Kindrich, salary.....				1,200.00		
Grading and Mailing.....						
C. C. Lessons.....				500.00		
				<u>\$ 4,800.00</u>		
Total for Project No. 1-C.....						\$ 4,800.00

PROJECT No. 2—COUNTY AGENTS

	Smith-Lever Federal State	Supp. Ext. Fund	Supp. Ext. Offset	Capper- Ketcham	C.-K. Offset	Not-Offsetting State County	Add. Coop. Ext.	Private Funds
*\$650.00								
W. W. Brownfield, sal..		\$ 3,435.00						
Expenses	\$ 191.41		\$ 608.59					
*\$1200.00								
G. R. Eastwood, sal....		2,790.00						
Expenses						\$ 800.00		
*\$1200.00								
D. S. Myer, salary.....	3,425.00							
Expenses						800.00		
B. B. Spohn, salary....		4,275.00						
Expenses						800.00		
Susanne Macino, salary..	1,080.00							
Ass't. County Agents...	600.00					2,400.00		
Fund for cooperation with counties now va- cant which may re- establish work	1,000.00			\$ 2,800.00		3,000.00		
Funds for emergency aid to counties	2,200.00					4,800.00		
Annual Conference Exp.	1,800.00							
<i>County Agents</i>								
Alger, Horton, salary...	\$ 1,900.00		\$ 2,100.00					
Travel in County.....			600.00					
Misc. Expenses.....						\$ 2,700.00		
Alspach, C. B., salary..	950.00		1,600.00				950.00	
Travel in County.....			600.00					
Misc. Expenses.....						700.00		
Anderson, O. H., salary.	1,100.00		200.00				1,100.00	
Travel in County.....			600.00					
Misc. Expenses.....						700.00		
Anderson, S. L., salary.	2,200.00		1,400.00					
Travel in County.....			800.00					
Misc. Expenses.....						1,120.00		
Applegate, V. G., salary	2,300.00		400.00					
Travel in County.....			600.00					
Misc. Expenses.....						1,000.00		
Barnes, Lloyd, salary...				2,200.00				
Travel in County.....								600.00
Barnhart, W. S., salary.	1,900.00		1,900.00					
Travel in County.....			600.00					
Misc. Expenses.....						1,420.00		

	Smith-Lever Federal	State	Supp. Ext. Fund	Supp. Ext. Offset	Capper- Ketcham	C.-K. Offset	Not-Offsetting State County	Add. Coop. Ext.	Private Funds
Bear, L. K., salary.....				200.00	2,300.00				
Travel in County.....				600.00					
Misc. Expenses.....							700.00		
Bell, F. I., salary.....		2,200.00		300.00					
Travel in County.....				600.00					
Misc. Expenses.....							300.00		
Blair, F. K., salary.....		2,100.00		500.00					
Travel in County.....				600.00					
Misc. Expenses.....							400.00		
Bluck, W. L., salary.....		2,300.00		675.00					
Travel in County.....				600.00					
Misc. Expenses.....							1,125.00		
Boltz, George E., salary		1,900.00		1,100.00					
Travel in County.....				600.00					
Misc. Expenses.....							340.00		
Bond, E. H., salary.....		2,200.00		600.00					
Travel in County.....				600.00					
Misc. Expenses.....							1,500.00		
Boyd, Joseph H., salary		950.00		1,700.00	950.00				
Travel in County.....				600.00					
Misc. Expenses.....							400.00		
Bradfute, J. E., salary..		1,150.00			1,150.00				
Travel in County.....									500.00
Burris, V. D., salary...		1,050.00		750.00	1,050.00				
Travel in County.....				420.00					
Misc. Expenses.....							1,230.00		
Chambers, G. H., salary		2,300.00		25.00					
Travel in County.....				600.00					
Misc. Expenses.....							875.00		
Warren County, salary.		1,100.00						1,100.00	
Travel in County.....				600.00					
Misc. Expenses.....							900.00		
Clymer, R. R., salary...		1,100.00						1,100.00	
Travel in County.....									500.00
Colville, H. M., salary..		1,150.00	1,150.00	200.00					
Travel in County.....				600.00					
Misc. Expenses.....							700.00		
Coulson, Henri, salary..		1,250.00		300.00				1,250.00	
Travel in County.....				500.00					100.00
Cunningham, O. L., sal.		1,900.00		2,300.00					100.00
Travel in County.....				600.00					
Dowds, D. D., salary...		1,100.00						1,100.00	100.00
Travel in County.....									600.00

	Smith-Lever		Supp. Ext.	Supp. Ext.	Capper-	C.-K.	Not-Offsetting	Add. Coop.	Private
	Federal	State	Fund	Offset	Ketcham	Offset	State	County	Ext.
Drake, E. A., salary....				560.00					2,100.00
Travel in County.....				600.00					
Misc. Expenses.....								155.00	
Dustman, G. A., salary..	1,900.00			1,200.00					
Travel in County.....				600.00					
Misc. Expenses.....								920.00	
Eaton, H. F., salary....		2,500.00							
Travel in County.....									200.00
Ford, W. H., salary....		2,800.00							
Travel in County.....				600.00					
Misc. Expenses.....								400.00	
Gibboney, C. N., salary..		2,200.00		180.00					
Travel in County.....				600.00					
Misc. Expenses.....								1,195.00	
Gilkey, J. R., salary....		1,900.00		1,300.00					
Travel in County.....				600.00					
Misc. Expenses.....								800.00	
Haag, P. E., salary.....		2,300.00		500.00					
Travel in County.....				600.00					
Misc. Expenses.....								700.00	
Haskins, F. G., salary..		1,900.00		1,100.00					
Travel in County.....				600.00					
Misc. Expenses.....								675.00	
Hedge, J. C., salary....		1,900.00		1,476.00					
Travel in County.....				450.00					
Misc. Expenses.....								1,264.00	
Henderson, Floyd, salary						2,200.00			
Travel in County.....				500.00				500.00	
Misc. Expenses.....									
Herrman, D. T., salary..				1,610.00		1,900.00			
Travel in County.....				600.00					
Misc. Expenses.....								790.00	
Hummon, C. T., salary..				460.00		2,200.00			
Travel in County.....				600.00					
Misc. Expenses.....								940.00	
Hummon, Guy, salary..				700.00		2,100.00			
Travel in County.....				600.00					
Misc. Expenses.....								1,100.00	
Johnson, J. F., salary..						2,200.00			
Travel in County.....				600.00					
Misc. Expenses.....								650.00	
Johnson, T. H., salary..	2,200.00			600.00					
Travel in County.....				600.00					
Misc. Expenses.....								800.00	

	Smith-Lever Federal State	Supp. Ext. Fund	Supp. Ext. Offset	Capper- Ketcham	C.-K. Offset	Not-Offsetting State County	Add. Coop. Ext.	Private Funds
Keeler, F. R., salary....	1,900.00		900.00					
Travel in County.....			600.00					
Kennard, T. C., salary..			200.00	2,300.00				
Travel in County.....			600.00					
Misc. Expenses.....						784.00		
Keyser, O. R., salary...		1,900.00	1,340.00					
Travel in County.....			600.00					
Misc. Expenses.....						885.00		
Kreitler, G. W., salary..		2,300.00	1,200.00					
Travel in County.....			600.00					
Misc. Expenses.....						1,200.00		
Kurtz, Lloyd, salary....		1,900.00	800.00					
Travel in County.....			600.00					
Misc. Expenses.....						1,500.00		
Lang, R. W., salary....		1,900.00	1,300.00					
Travel in County.....			600.00					
Misc. Expenses.....						600.00		
Lee, Charles, salary....		2,200.00						
Travel in County.....			600.00					
Misc. Expenses.....						900.00		
Lewis, H. S., salary....		2,100.00	2,400.00					
Travel in County.....			600.00					
Lower, F. I., salary....		1,900.00	1,600.00					
Travel in County.....			600.00					
Misc. Expenses.....						1,300.00		
McGrew, C. D., salary..			900.00	1,900.00				
Travel in County.....			600.00					
Misc. Expenses.....			512.59			921.41		
Miller, D. P., salary....		2,400.00				100.00		
Travel in County.....						600.00		
Misc. Expenses.....						800.00		
Milner, A. R., salary...		2,300.00				75.00		
Travel in County.....						600.00		
Misc. Expenses.....						825.00		
Montgomery, W. W., sal		2,300.00						
Travel in County.....								600.00
Munger, R. W., salary..		2,200.00						
Travel in County.....						600.00		
Misc. Expenses.....						150.00		
Phares, V. R., salary...		2,200.00						
Travel in County.....						600.00		
Misc. Expenses.....						600.00		
Porter, Stanley, salary..		2,200.00				600.00		
Travel in County.....						600.00		
Misc. Expenses.....						800.00		

	Smith-Lever Federal State	Supp. Ext. Fund	Supp. Ext. Offset	Capper- Ketcham	C.-K. Offset	Not-Offsetting State County	Add. Coop. Ext.	Private Funds
Reading, B. W., salary..		1,900.00				700.00		
Travel in County.....						600.00		
Misc. Expenses.....						900.00		
Rowland, C. E., salary..		1,900.00				1,600.00		
Travel in County.....						600.00		
Misc. Expenses.....						1,300.00		
Sands, O. D., salary...		2,200.00				500.00		
Travel in County.....						600.00		
Misc. Expenses.....						650.00		
Shilliday, N. H., salary..		2,500.00						
Travel in County.....								400.00
Smith, A. H., salary...		2,200.00						600.00
Misc. Expenses.....								400.00
Sorensen, A. L., salary..		2,300.00				600.00		
Travel in County.....						600.00		
Misc. Expenses.....						300.00		
Taylor, F. P., salary...		1,900.00				1,300.00		
Travel in County.....						600.00		
Misc. Expenses.....						1,628.00		
Taylor, Henry, salary..		2,200.00						
Travel in County.....						600.00		
Misc. Expenses.....						200.00		
Thayer, H. F., salary..		1,900.00				1,300.00		
Travel in County.....						600.00		
Misc. Expenses.....						100.00		
Thomas, R. M., salary..		1,900.00				1,100.00		
Travel in County.....						600.00		
Misc. Expenses.....						1,000.00		
Townsend, E. F., salary		2,300.00				500.00		
Travel in County.....						600.00		
Misc. Expenses.....						1,195.00		
Utz, E. J., salary.....	2,200.00					500.00		
Travel in County.....						600.00		
Misc. Expenses.....						750.00		
Varney, H. H., salary..	1,900.00					1,500.00		
Travel in County.....						800.00		
Misc. Expenses.....						1,100.00		
Ward, H. S., salary.....	1,900.00					1,890.00		
Travel in County.....						800.00		
Misc. Expenses.....						2,750.00		
Wetherell, Carl, salary..	2,000.00							
Travel in County.....								500.00
Whonsetler, J. E., sal..	1,900.00					1,500.00		
Travel in County.....						600.00		
Misc. Expenses.....						320.00		

	Smith-Lever Federal	State	Supp. Ext. Fund	Supp. Ext. Offset	Capper- Ketcham	C.-K. Offset	Not-Offsetting State	County	Add. Coop. Ext.	Private Funds
Williams, E. O., salary.	1,900.00							1,400.00		
Travel in County.....								600.00		
Misc. Expenses.....								100.00		
Wilson, H. N., salary..	2,300.00							500.00		
Travel in County.....								600.00		
Misc. Expenses.....								400.00		
Work, Ross, salary.....	2,200.00							500.00		
Travel in County.....								600.00		
Misc. Expenses.....								400.00		
Wright, M. R., salary..	1,900.00							1,484.00		
Travel in County.....								600.00		
Misc. Expenses.....								478.00		
Wyckoff, W. W., salary	2,200.00							450.00		
Travel in County.....								600.00		
Misc. Expenses.....								950.00		
Hummel, Claude, salary					1,200.00			600.00		
Travel in County.....								800.00		
Allen, Hancock, Hardin, Marion, Morrow, Put- nam, Seneca, Wyan, dot, Noble, Erie, Dela- ware, Portage, Madi- son Counties.										
	\$36,696.41	\$59,600.00	\$52,758.59	\$62,558.59	\$15,850.00	\$10,600.00	\$12,600.00	\$86,694.41	\$ 8,700.00	\$5,200.00

*U.S.D.A.
\$3,050.00

University Funds\$199,855.00
County Funds 149,253.00
Farm Bureau Funds 5,200.00

Total for Project No. 2.....\$354,308.00

PROJECT No. 3--BOYS' AND GIRLS' CLUB WORK

	Smith-Lever Federal	State	Supp. Ext. Fund	Capper- Ketcham	C.-K. Offset	Not-Offsetting State	County	Add. Coop. Ext.	Add. Coop. Offset	Private Funds
<i>Personnel, Etc.</i> *\$1200.00										
W. H. Palmer, sal.....		\$ 3,075.00								
Expenses						\$ 700.00				
O. C. Croy, salary.....	\$ 3,800.00									
Expenses						700.00				
Guy Dowdy, salary.....		3,800.00								
Expenses						700.00				

	Smith-Lever Federal	State	Supp. Ext. Fund	Capper- Ketcham	C.-K. Offset	Not-Offsetting State County	Add. Coop. Ext.	Add. Coop. Offset	Private Funds
Hulda Horst, salary....	3,325.00								
Expenses	600.00								
C. C. Lang, salary.....		3,800.00							
Expenses	700.00								
Stenographer—½ time..						510.00			
Ione J. Lamb, salary...						1,500.00			
Instructors in Boys' and Girls' Club Work. For Camps and Co. Fairs				\$ 2,200.00		1,300.00			
State Camp Director									
2 mo. salary.....						400.00			
Expenses						100.00			
Annual Conf.—Exp....	250.00								
Club Agents									
Baker, Lyman, salary..							\$ 2,200.00		
Travel in County.....						\$ 200.00			\$ 400.00
Misc Expenses									250.00
Battles, Kenneth, sal...			\$ 1,900.00					\$ 1,000.00	
Travel in County.....								800.00	
Bibbee, C. R., salary...			1,900.00					1,700.00	
Travel in County.....								600.00	
Bird, C. Alice, salary..				1,800.00					
Travel in County.....						600.00			
Black, Sanna, salary...				1,900.00				700.00	
Travel in County.....								600.00	
Caldwell, C. C., salary..		1,900.00						1,500.00	
Travel in County.....								600.00	
Everhart, G. G., salary.		2,200.00				200.00			
Travel in County.....						800.00			
Harshfield, H. W., sal...		1,900.00				1,350.00			
Travel in County.....						800.00			
Lowther, Wm. A., sal..				1,900.00		200.00			
Travel in County.....						600.00			
Maxwell, J. N., salary..	1,900.00					600.00			
Travel in County.....						600.00			
Misc. Expenses						1,220.00			
McIntosh, S. N., salary	2,100.00					180.00			
Travel in County.....						420.00			
	\$12,675.00	\$16,675.00	\$ 3,800.00	\$ 7,800.00		\$ 5,910.00	\$ 7,770.00	\$ 2,200.00	\$ 7,500.00
*U. S. D. A. Fund									\$ 650.00
\$1200.00									
Total University Funds.....								\$50,260.00	
Total County Funds.....								15,270.00	
Private Funds								650.00	
Total for Project No. 3.....								\$66,180.00	

PROJECT No. 4—HOME DEMONSTRATION WORK

	Smith-Lever Federal	State	Supp. Ext. Fund	Capper- Ketcham	C.-K. Offset	Not-Offsetting State	County	Add. Coop. Ext.	Add. Coop. Offset	Private Funds
<i>Personnel, Etc.</i>										
*\$1500.00										
Minnie Price, salary...	\$ 2,490.00									
Expenses	700.00									
Blanche Bowers, salary.		\$ 3,610.00								
Expenses						\$ 700.00				
Adele Koch, salary.....					\$ 3,610.00					
Expenses						700.00				
Eunice Teal, salary....	2,850.00									
Expenses	700.00									
Mildred Young, salary..	1,500.00									
Farm Women's Camps...						150.00				
Asst. Home Agents....			\$ 2,800.00							
Funds for Emergency										
Aid to Counties.....					837.02	662.98				
Annual Conf.—Exp....	550.00									
<i>Home Agents</i>										
Barthelmeh, Addis, sal.	1,900.00								\$ 575.00	
Travel in County.....									600.00	
Bear, Virginia, salary..				1,900.00						
Travel in County.....									450.00	
Berry, Edith, salary....				1,900.00					400.00	
Travel in County.....									600.00	
Booth, Florence, salary.	1,302.98			597.02					560.00	
Travel in County.....									450.00	
Brown, Helen D., salary	1,900.00					\$ 516.00				
Travel in County.....									600.00	
Childs, Edith, salary... 1,900.00						638.00				
Travel in County.....									600.00	
Fernald, Mabel, salary.. 2,100.00									600.00	
Travel in County.....									600.00	
Gebby, Helen, salary... 1,900.00									500.00	
Travel in County.....						600.00				
Graddy, Elizabeth, salary				950.00	950.00					
Travel in County.....									600.00	
Greer, Rossie, salary... 950.00							\$ 950.00		850.00	
Travel in County.....									600.00	
Hedge, Isabel, salary.. 950.00							950.00		900.00	
Travel in County.....									600.00	
Kinsey, Eva M., salary.			2,200.00							\$ 200.00
Master, Elizabeth, sal... 2,125.00										
Travel in County.....									600.00	

8-18-32

	Smith-Lever		Supp. Ext.	Capper-	C.-K.	Not-Offsetting		Add. Coop.	Add. Coop.	Private
	Federal	State	Fund	Ketcham	Offset	State	County	Ext.	Offset	Funds
Minturn, Ruth, salary..					950.00			950.00	350.00	
Travel in County.....									600.00	
Prewitt, Ruth, salary..					950.00			950.00	600.00	
Travel in County.....									300.00	
Quick, Hazel, salary....				1,900.00			600.00			
Travel in County.....							200.00			
Radford, Ruth, salary..	2,100.00						600.00			
Travel in County.....									85.00	
Silcott, Dorothy, salary.	1,900.00						600.00			
Travel in County.....							400.00			
Sparks, Emma, salary..	2,400.00						600.00			
Travel in County.....										
Tingley, Katherine, sal.				1,900.00					500.00	
Travel in County.....							485.00			
Tresch, Grace, salary...			\$ 2,200.00							
Travel in County.....										400.00
Wagner, Grace, salary.			1,900.00						500.00	
Travel in County.....							600.00			
Watts, Nellie, salary...			1,900.00						480.00	
Travel in County.....							600.00			
	<u>\$28,317.98</u>	<u>\$ 3,610.00</u>	<u>\$ 6,000.00</u>	<u>\$14,147.02</u>	<u>\$ 9,197.02</u>	<u>\$ 2,212.98</u>	<u>\$ 6,439.00</u>	<u>\$ 3,800.00</u>	<u>\$13,500.00</u>	<u>\$ 600.00</u>
*U. S. D. A. Fund				University Funds					\$68,785.00	
\$1500.00				County Funds					19,939.00	
				Private Funds					600.00	
				Total for Project No. 4.....					\$89,324.00	

PROJECT No. 4-A—CLOTHING					
	Smith-Lever Federal	State	Supp. Ext. Fund	Not-Offsetting State County	Add. Coop. Ext.
<i>Personnel, Etc.</i>					
Edna Callahan, salary.....		\$ 3,325.00			
Expenses	\$ 700.00				
Bertha Baker, salary.....	2,400.00				
Expenses				\$ 700.00	
	\$ 3,100.00	\$ 3,325.00		\$ 700.00	
Total for Project No. 4-A.....				\$7,125.00	
PROJECT No. 4-B—HOME MANAGEMENT					
<i>Personnel, Etc.</i>					
Thelma Beall, salary.....		\$ 2,850.00			
Expenses				\$ 700.00	
Thelma Stewart, salary.....	1,020.00				
	\$ 1,020.00	\$ 2,850.00		\$ 700.00	
Total for Project No. 4-B.....				\$4,570.00	
PROJECT No. 4-C—NUTRITION					
<i>Personnel, Etc.</i>					
Alma Garvin, salary.....		\$ 3,135.00			
Expenses	\$ 700.00				
Lelia Ogle, salary.....		3,040.00			
Expenses				\$ 700.00	
	\$ 700.00	\$ 6,175.00		\$ 700.00	
Total for Project No. 4-C.....				\$7,575.00	
PROJECT No. 4-D—HEALTH					
<i>Personnel, Etc.</i>					
Wanda Przyluska, salary....	\$ 3,135.00				
Expenses	700.00				
	\$ 3,835.00				
Total for Project No. 4-D.....				\$3,835.00	
PROJECT No. 4-E—HOME FURNISHINGS					
<i>Personnel, Etc.</i>					
Anne Biebricher, salary....		\$ 3,135.00			
Expenses	\$ 700.00				
	\$ 700.00	\$ 3,135.00			
Total for Project No. 4-E.....				\$3,835.00	

PROJECT No. 5—SOILS AND CROPS

<i>Personnel, Etc.</i>	Smith-Lever Federal	State	Supp. Ext. Fund	Not-Offsetting State County	Add. Coop. Ext.
R. D. Lewis, salary.....		\$ 3,990.00			
Expenses				\$ 700.00	
Earl Jones, salary.....		3,800.00			
Expenses				700.00	
E. P. Reed, salary.....	\$ 3,800.00				
Expenses	700.00				
D. R. Dodd (1/12 time)					
Exp. Sta., salary.....	3,630.00				
Expenses	700.00				
J. A. Slippher, salary.....		3,990.00			
Expenses				700.00	
F. J. Salter, salary.....				1,845.00	
Expenses				350.00	
Veronica Ryan, Pt. salary..				540.00	
Hazel Monett, Pt. salary..				600.00	
Evlyn Ball, salary.....				1,200.00	
Stenographer, ½ time.....	407.64			72.38	
Asst. in Soils, salary.....				1,060.00	
Labor, Corn Show, etc.....				100.00	
	<u>\$ 9,237.64</u>	<u>\$11,780.00</u>		<u>\$ 7,867.36</u>	
Total for Project No. 5.....					\$28,885.00

PROJECT No. 6-A—HORTICULTURE-POMOLOGY

<i>Personnel, Etc.</i>					
F. H. Beach, salary.....	\$ 4,180.00				
Expenses				\$ 700.00	
C. S. Holland, salary.....		\$ 3,420.00			
Expenses	700.00				
Doris Reed, ¾ time.....	900.00				
	<u>\$ 5,780.00</u>	<u>\$ 3,420.00</u>		<u>\$ 700.00</u>	
Total for Project No. 6-A.....					\$9,900.00

PROJECT No. 6-B—VEGETABLE GARDENING

	Smith-Lever Federal	State	Supp. Ext. Fund	Not-Offsetting State	County	Add. Coop. Ext.
<i>Personnel, Etc.</i>						
E. B. Tussing, salary.....		\$ 3,325.00				
Expenses				\$ 700.00		
E. R. Lancashire, salary....		3,325.00				
Expenses	\$ 700.00					
A. W. Marion, salary.....		2,850.00				
Expenses				700.00		
Kathryn Prushing, ¾ time..	720.00					
	<u>\$ 1,420.00</u>	<u>\$ 9,500.00</u>		<u>\$ 1,400.00</u>		
Total for Project No. 6-B.....					\$12,320.00	

PROJECT No. 6-C—FORESTRY

* \$1750.00						
<i>Personnel, Etc.</i>						
Forest Dean, salary.....				\$ 1,350.00		
Expenses				700.00		
				<u>\$ 2,050.00</u>		
* \$1750.00 Clark-McNary						
Total for Project No. 6-C.....					\$3,800.00	

PROJECT No. 6-D—HOME BEAUTIFICATION

<i>Personnel, Etc.</i>						
Victor Ries, salary.....				\$ 3,325.00		
Expenses				700.00		
L. C. Chadwick, ¼ time....				760.00		
Expenses				350.00		
Margaret Wasem, salary....				600.00		
				<u>\$ 5,735.00</u>		
Total for Project No. 6-D.....					\$5,735.00	

PROJECT No. 7-A—FARM MANAGEMENT

	Smith-Lever Federal	State	Supp. Ext. Fund	Not-Offsetting State County	Add. Coop. Ext.
<i>Personnel, Etc.</i>					
C. R. Arnold, $\frac{3}{4}$ time.....				\$ 3,237.50	
Expenses				500.00	
*\$1200					
Guy W. Miller, salary.....	\$ 2,600.00				
Expenses				700.00	
*\$1200					
L. H. Barnes, salary.....	2,220.00			700.00	
Expenses					
Paul Fankhauser, salary....		\$ 3,420.00			
Expenses	700.00				
Assistants—Farm					
Management Records ..				1,000.00	
Margaret McDonald, salary.		1,292.88		27.12	
Margaret Judd, salary.....					\$ 1,320.00
Florence Thomas, salary....				1,020.00	
*U. S. D. A.	\$ 5,520.00	\$ 4,712.88		\$ 7,184.62	\$ 1,320.00
\$2400.00					
Total for Project No. 7-A.....				\$21,137.50	

PROJECT No. 7-B—MARKETING

<i>Personnel, Etc.</i>					
B. A. Wallace, salary.....		\$ 3,610.00			
Expenses	\$ 700.00				
C. W. Hammans, salary....	3,610.00				
Expenses	700.00				
Paul A. Young, salary.....					\$ 3,610.00
Expenses					700.00
Rose Forquer, salary.....	1,020.00				
	\$ 6,030.00	\$ 3,610.00			\$ 4,310.00
Total for Project No. 7-B.....				\$13,950.00	

PROJECT No. 7-C—RURAL SOCIOLOGY

<i>Personnel, Etc.</i>					
R. B. Tom, salary.....			\$ 3,040.00		
Expenses			700.00		
R. C. Smith, Pt. time, salary			1,900.00		
Expenses			350.00		
			\$ 5,990.00		
Total for Project No. 7-C.....				\$5,990.00	

PROJECT No. 8-A—ENTOMOLOGY

<i>Personnel, Etc.</i>	Smith-Lever Federal State	Supp. Ext. Fund	Not-Offsetting State County	Add. Coop. Ext.
T. H. Parks, salary.....	\$ 4,180.00			
Expenses	700.00			
Virgil Argo, salary.....		\$ 3,040.00		
Expenses			\$ 700.00	
Spray Service, salary.....	1,050.00			
Expenses	150.00			
Margie Jones, ½ time, sal..	600.00			
	<u>\$ 6,680.00</u>	<u>\$ 3,040.00</u>	<u>\$ 700.00</u>	
Total for Project No. 8-A.....				\$10,420.00

PROJECT No. 8-B—PLANT PATHOLOGY

<i>Personnel, Etc.</i>				
A. L. Pierstorff, salary....	\$ 3,800.00			
Expenses	700.00			
Spray Service, salary.....			\$ 600.00	
Margie Jones, ½ time, sal..	600.00			
	<u>\$ 5,100.00</u>		<u>\$ 600.00</u>	
Total for Project No. 8-B.....				\$5,700.00

PROJECT No. 9—AGRICULTURAL ENGINEERING

<i>Personnel, Etc.</i>	Smith-Lever Federal	State	Supp. Ext. Fund	Not-Offsetting State County	Add. Coop. Ext,
Virgil Overholt, part time....				\$ 2,775.00	
Expenses				450.00	
R. D. Barden, salary.....	\$ 3,420.00				
Expenses				700.00	
H. P. Twitchell, salary.....		\$ 3,135.00			
Expenses	500.00				
N. Robert Bear, ½ time.....				1,500.00	
Expenses	300.00				
Eleanor Beall, part time.....				720.00	
	<u>\$ 4,220.00</u>	<u>\$ 3,135.00</u>	<u> </u>	<u>\$ 6,145.00</u>	<u> </u>
Total for Project No. 9.....				\$13,500.00	

PROJECT No. 10—ANIMAL HUSBANDRY

<i>Personnel, Etc.</i>					
J. W. Wuichet, salary.....		\$ 3,800.00			
Expenses				\$ 700.00	
C. L. Blackman, salary.....		3,800.00			
Expenses				700.00	
L. A. Kauffman, salary.....	\$ 3,800.00				
Expenses				700.00	
L. P. McCann, salary.....		3,800.00			
Expenses	700.00				
Ivan McKellip, salary.....	3,610.00				
Expenses	296.19			403.81	
Helen Krebs, salary.....		1,080.00			
Cecil Allen, salary.....	1,200.00				
	<u>\$ 9,606.19</u>	<u>\$12,480.00</u>	<u> </u>	<u>\$ 2,503.81</u>	<u> </u>
Total for Project No. 10.....				\$24,590.00	

PROJECT No. 11—POULTRY HUSBANDRY

<i>Personnel, Etc.</i>	Smith-Lever Federal	State	Supp. Ext. Fund	Not-Offsetting State	County	Add. Coop. Ext.
R. E. Cray, salary.....		\$ 3,610.00		\$ 700.00		
Expenses				700.00		
Paul Zumbro, salary.....	\$ 2,800.00					
Expenses						
C. M. Ferguson, salary.....	3,420.00					
Expenses		700.00				
Lena Metzger, salary.....	1,080.00					
Georgiana Lindsay, salary....	960.00					
	<u>\$ 8,960.00</u>	<u>\$ 3,610.00</u>	<u> </u>	<u>\$ 1,400.00</u>	<u> </u>	<u> </u>
Total for Project No. 11.....				\$13,970.00		

PROJECT No. 12—DAIRY TECHNOLOGY

<i>Personnel, Etc.</i>					
D. S. Kochheiser, salary.....			\$ 3,420.00		
Expenses			700.00		
<i>Advanced Registry Work</i>					
Alice Gillam, salary.....			960.00		
Stenographic Service.....			600.00		
Supplies			300.00		
Traveling Expenses.....			500.00		
	<u> </u>	<u> </u>	<u>\$ 6,480.00</u>	<u> </u>	<u> </u>
Total for Project No. 12.....				\$ 6,480.00	

PROJECT No. 13—FARMERS' INSTITUTES

	Smith-Lever Federal	State	Supp. Ext. Fund	Not-Offsetting State	County	Add. Coop. Ext.
<i>Personnel, Etc.</i>						
J. P. Schmidt, salary.....				\$ 3,990.00		
Expenses				800.00		
Margaret Huffman, salary....				1,800.00		
County Institute Speakers,						
Salaries				5,100.00	\$ 8,600.00	
Expenses				3,800.00	3,700.00	
Supplementary Institutes.....					1,100.00	
Institute Printing					1,600.00	
Annual Conference					400.00	
H. E. Eswine, salary.....				2,400.00		
Expenses				600.00		
				\$18,490.00	\$15,400.00	
Total for Project No. 13.....					\$33,890.00	

PROJECT No. 14—FARMERS' WEEK

Farmers' Week Speakers,						
Per Diem				\$ 1,000.00		
Expenses				1,000.00		
Assistants—Labor				300.00		
				\$ 2,300.00		
Total for Project No. 14.....					\$ 2,300.00	
TOTAL FOR ALL PROJECTS.....					\$817,091.35	

* * * * *

Thereupon the Board recessed to meet at 8:30 P. M.

The Board resumed its session at 8:00 P. M., with the same members present as at the afternoon session.

* * * * *

The President now presented Dr. Arthur J. Klein, Chairman of the Special Committee appointed by the President to study the nature and extent of the University courses and activities and the educational functions of the University in general.

In presenting Dr. Klein, the President stated that the need for such study had been considered by the Administrative Council, and that the conclusion reached was that this study could best be undertaken by a special faculty committee appointed for that purpose.

At a meeting of the University Faculty held July 19th, this matter was brought to the attention of the faculty, and at this meeting the faculty gave cordial approval to the recommendation of the President, and provided for the appointment of a special committee by the President to do this work.

The President stated further that he had appointed as members of said committee, Professor Arthur J. Klein, Chairman, Professor Alpheus W. Smith, and Professor Carl Wittke. This committee had held several meetings and he had asked Professor Klein to come to this meeting to present to the Board the preliminary proposals which the committee felt should guide the study.

Professor Klein thereupon presented the principles upon which the committee felt it should proceed and the members of the Board joined in the discussion at length. The purposes of such study, the procedures and the results to be accomplished were given careful consideration and discussion. The members of the Board cordially expressed themselves as deeply interested in the purposes of the University Faculty in making this study, and in the intelligent and aggressive manner in which the committee was proceeding.

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Thereupon the Board adjourned to meet in the morning at 9:00 o'clock.

August 19, 1932.

The Board came together at 9:00 A. M., with the same members present as at yesterday's session.

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President Rightmire presented Vice-President J. L. Morrill. Mr. Morrill submitted a detailed report covering his activities and indicating the progress which has been made in his special field.

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The Board now considered the order of the Director of Finance reducing the appropriations made for Personal Service and Maintenance for 1932, 5 per cent; this means a reduction of \$183,000.00 in the appropriation made for Operation and Maintenance for the period ending December 31, 1932.

After a careful study of the present financial status of the University, the Board directed the Secretary to advise the Director of Finance that \$63,000.00 of the appropriation for Maintenance is released at this time, and that the Trustees, after making a further

study, will advise the Director of Finance of the allocation of the balance requested.

* * * * *

The Secretary read to the Board a communication from the Feibel Bros. Realty Company under date of August 12th, concerning a proposal to lease to the University a building known as the Neil-Wood Gables.

It was the unanimous opinion of the Board that no consideration could be given to such a proposal at this time.

* * * * *

The Secretary reported that on July 29, 1932, the property under option of purchase from Flora Louise and Elizabeth H. Hess consisting of 91.2 acres, was purchased for the sum of \$50,000.00 and the transaction closed. The deed for this property has been duly recorded and filed in the office of the Auditor of State.

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Upon motion of Mrs. Paterson, seconded by Mr. Laybourne, it was ordered by unanimous vote that the position of Elevator Inspector be abolished, effective August 7, 1932.

* * * * *

Thereupon the Board adjourned to meet on Monday, September 12th, 1932, 12:30 P. M., at Wooster, Ohio.

Attest:

(Signed) CARL E. STEEB,
Secretary.

(Signed) EGBERT H. MACK,
Chairman.

OFFICE OF THE BOARD OF TRUSTEES
THE OHIO STATE UNIVERSITY

Wooster, Ohio, September 12, 1932.

The Board of Trustees met at Wooster, Ohio, at 12:30 P. M., pursuant to adjournment.

Present: Julius F. Stone, Lawrence E. Laybourne, Mrs. Alma W. Paterson, and Harry Caton. Due to the absence of the Chairman and the Vice Chairman, Mr. Caton was selected as Acting Chairman for the meeting.

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The minutes of the last meeting were approved.

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Upon motion of Mr. Stone, seconded by Mrs. Paterson, the following recommendations of the President as presented below, were upon roll call unanimously approved:

Resignations

The following resignations were accepted and the balance cancelled in accordance with the general rule:

Name	Title	Date Effective	Annual Rate
<i>College of Agriculture</i>			
<i>Home Economics</i>			
Mary Ellen Hutton	Grad. Assistant	July 27, 1932 for Su. Qr. only	166.67 period
<i>College of Education</i>			
<i>Administration</i>			
Cecelia Krakoff	Stenographer	Sept. 11, 1932	1,140.00
<i>College of Medicine</i>			
<i>Starling-Loving Hospital</i>			
Mrs. Eva Rose	General Duty Nurse	Sept. 14, 1932	1,200.00
Ada Lorraine Garrett	Diet Kitchen Helper	Aug. 12, 1932	600.00
<i>Graduate School</i>			
Owen A. Thompson	Fellow	Aug. 9, 1932	500.00
Audrey Sweet	Editorial Asst.	Oct. 15, 1932	1,500.00 (Rotary)
<i>President's Division</i>			
<i>Library</i>			
Helen L. Sears	Library Assistant	Sept. 12, 1932	900.00
Eleanor Torbert	Library Assistant	Aug. 31, 1932	75.00 mo.
<i>Administrative Division</i>			
<i>Registrar's Office</i>			
Gertrude Horn	Asst. to Alumni Recorder	Sept. 1, 1932	1,500.00
<i>University Bookstore—Rotary</i>			
Rose Hartman	Stenographer	Aug. 1, 1932	1,440.00
<i>University Press—Rotary</i>			
Eileen Morrissey	Stenographer	Aug. 31, 1932	1,200.00
*	*	*	*

Appointments

The following appointments were approved and the necessary amount appropriated to meet the salaries in accordance with the general rule:

Name	Title	Effective	Quarters	Annual Rate
<i>College of Agriculture</i>				
<i>Administration—Rotary</i>				
Ruth L. Smith	Stenographer	Sept. 6, 1932		1,020.00

Animal Husbandry

Lester M. Stone	Assistant	Au. Qr.	Au.Wi.Sp.	500.00
(Salary to be paid from Rotary Fund—Income from meat sales.)				

Home Economics

Agnes Skinner	Assistant	Au. Qr.	Au.Wi.Sp.	2,000.00
Mary E. Nicholson	Grad. Assistant	Au. Qr.	Au.Wi.Sp.	500.00
(Salaries to be paid from Rotary Fund of Pomerene Hall Cafeteria.)				
Mary S. Scovill	Assistant	Au. Qr.	Au.Wi.Sp.	396.00
Ruth F. Steidinger	Grad. Assistant	Au. Qr.	Au.Wi.Sp.	500.00
(Salaries to be paid from Rotary Fund of Home Economics Nursery School.)				
Gladys Scott Cook	Grad. Assistant	2nd term, Su.Qr. only		83.33 period

*College of Arts and Sciences**Physics*

Carl McWhirt	Technical Asst.	Sept. 1, 1932 for 4 mos.		158.25 mo.
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*College of Commerce and Administration
Bureau of Business Research*

James C. Yocum	Research Asst.	Sept. 1, 1932	Au.Wi.Sp.	150.00 mo.
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*College of Education**Bureau of Educational Research*

Evelyn Billingsley	Stenographer	Aug. 1, 1932 for 30 days		100.00 mo.
Ruth Snyder	Stenographer	Sept. 1, 1932		1,020.00
Cecelia Krakoff	Stenographer	Sept. 12, 1932		1,200.00

Practical Arts and Vocational Education

Alice Buehrer	Departmental Asst.	Au. Qr.	Au.Wi.	200.00 period
Herbert H. Sanders	Departmental Asst.	Au. Qr.	Au.	150.00 period

University School

Elma A. Whitney	Asst. Librarian (Cataloguer)	Aug. 15, 1932, for 4 mos.		100.00 mo.
*Alice V. Lentz	Asst. Manager and Cook, Univ. School Dining- room	Oct. 1, 1932	Au.Wi.Sp.	85.00 mo.

*(Salary to be paid from income of Dining-room.)

*College of Engineering**Chemical Engineering*

Hsu Yung Chao	Assistant	Au. Qr.	Au.Wi.Sp.	100.00
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Metallurgy

Arch R. Stevenson	Grad. Assistant	Au. Qr.	Au.Wi.Sp.	290.00 for 8 mos.
Edwin W. Earhart	Student Assistant	Au. Qr.	Au.Wi.Sp.	240.00 for 8 mos.
Robert A. Blackburn	Student Assistant	Au. Qr.	Au.Wi.Sp.	240.00 for 8 mos.

*College of Medicine**Medical and Surgical Research*

Francis J. Phillips	Tech. Assistant	Oct. 1, 1932	Su.Au.Wi.Sp.	1,500.00
Versa Cole	Research Asst. in Surgery	Jan. 1, 1933	Wi.Sp.	No sal.

Starling-Loving Hospital

Geraldine Pierce	Gen. Duty Nurse	Oct. 1, 1932		1,200.00
Thelma Martena	Diet Kitchen Helper	Aug. 18, 1932		600.00

College of Pharmacy

Ewen Gillis	Instructor	Au. Qr.	Au.Wi.Sp.	2,100.00
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Graduate School

Merritt M. Chambers	Honorary Fellow	Au. Qr.	Au.Wi.Sp.	No sal.
Raymond Hsien Tseng	Scholar	Au. Qr.	Au.Wi.Sp.	300.00
Andrew Barta	Scholar	Au. Qr.	Au.Wi.Sp.	300.00

(Mr. Barta's salary is to be paid as follows: \$200.00 from A-1
100.00 from Graduate School Fund)

9-12-'32

George T. Motok	Battelle Memorial Institute Fellow	Sept. 1, 1932 for Au.Wi.Sp. 10 mos.	600.00 period
(Mr. Motok's salary will be paid directly to him by the Institute)			
Arthur Weller	Editorial Asst.	Aug. 31, 1932	1,500.00 (Rotary)

*President's Division
Library*

Ruth H. Miller	Library Assistant	Oct. 1, 1932	75.00 mo.
Ruth E. Morris	Library Assistant	Oct. 1, 1932	75.00 mo.

University Bookstore—Rotary

Eileen Morrissey	Stenographer	Sept. 1, 1932	1,200.00
*	*	*	*

Change in Title

Name	Title—From	To	Effective
<i>Administrative Division News Bureau</i>			
Harold K. Schellenger	Editorial Assistant	Asst. Director	Sept. 1, 1932
*	*	*	*

Changes in Salary

Name	Title	Effective	From	To
<i>College of Education University School</i>				
Lucille Yeager	Stenographer	July 12, 1932	1,020.00	1,080.00
<i>President's Division Physical Education for Men</i>				
June W. Bowman	Stenographer	Sept. 1, 1932	510.00 half time	960.00 full time
<i>Administrative Division Registrar's Office</i>				
Betty Bonnet	Asst. to Registrar	Sept. 1, 1932	1,200.00	1,500.00
Betty Peppard	Asst. to Registrar	Sept. 1, 1932	1,020.00	1,200.00

(Transferred from Registrar's Office, work on students' records, to the office of Alumni Recorder, to have charge of work on Alumni Records, to fill positions there recently vacated, at established salaries.)

*Physical Plant Division
Janitors*

Wilfred Curry	Janitor	Sept. 1, 1932	480.00	360.00
(Mr. Curry is ill and will not be able to return to work. It is recommended that he be retired as of August 31, 1932.)				
*	*	*	*	*

*Miscellaneous
Recommendations*

That the quarters of service of Louise M. Spaeth, Instructor in the Department of Sociology, be changed from Summer, Autumn, Winter, and Spring to Summer, Winter, and Spring for the year 1932-1933.

That Fred J. Brooks, Technical Assistant in the Department of Physics, be granted a leave of absence without salary from September 1, 1932 to January 1, 1933.

That the proposal of the Italian Club of Ohio State University be accepted to present to the University Library \$15.81, to be expended for Italian books to be placed in the University Library and that due appreciation be expressed to the Club for their generous thought about the needs of the University.

That there be appropriated from "Student Activities and Medical Service Laboratory Fees" the sum of \$445.00 to be used in the co-operation of the University with the High School Debating League; this is a service which the University has been rendering to the High

Schools for a number of years and which falls within the scope of the Student Activities of the University as they are related to the High Schools of the State.

* * * *

The President now presented the Rules and Regulations of the University Faculty recently revised by the Faculty, for the consideration and approval of the Board of Trustees.

Rule No. 160 was amended as follows:

Add at the end of paragraph (a) the following:

"and receiving a salary of less than \$1000 per annum."

Make the same addition to paragraphs (d) and (f).

Strike out paragraph (g).

Amend paragraph (b) so as to read as follows:

"All graduate assistants, and research assistants in the Research Bureaus receiving a salary of less than \$1000 per annum, who are registered in the Graduate School."

Amend the first long paragraph of Rule No. 160 by striking out the words following "department" in next to last line and substitute therefor the following:

"in which such person is or is expecting to be a candidate for a graduate degree."

At the end of the rule, just after paragraph (f) insert—

"The limitation mentioned in paragraphs (a), (b), (d), and (f) above will become effective January 1, 1933."

RULES AND REGULATIONS OF THE UNIVERSITY FACULTY

I. THE PRESIDENT

2. *Duties of the President.** The duties of the President shall be as follows: (1) The President shall be the executive head of the University. It shall be his duty to enforce all rules and regulations of the Board, and he is hereby clothed with all authority requisite to that end.

(2) He shall be the presiding officer of the University Faculty; he shall be a voting member of the University Faculty and of all colleges faculties. He shall be the representative and general executive of the Board of Trustees in all University affairs except as otherwise directed by the Board.

(3) All professors shall be responsible to him through their deans for the faithful and efficient performance of their duties. All other members of the departments shall be responsible to the chairmen of their several departments and through them to the Dean and President.

(4) He shall be *ex officio* a member of all the Faculties, Councils, Boards, and Standing Committees of the University with the exception of the Committee on Honorary Degrees and shall be notified in advance of all meetings.

(5) He shall appoint all Councils, Boards, and Standing Committees of the University Faculty unless the membership has been desig-

NOTE: * indicates Rule of Board of Trustees.

nated by rule. The announcements of the memberships for the year shall be made through the Official Daily Bulletin in October.

(6) He shall have charge of the assignment of rooms for the use of the several departments of instruction. His approval must be secured for any meetings held in the University Chapel, or in any other room in the University buildings, other than those instructional meetings for which provision is regularly made in the curriculum or the schedule.

(7) In case of the absence or disability of a professor or teacher, the chairman of the Department, or Dean of the College, or, if necessary, the President shall provide for his work by a temporary assignment from the existing Faculty, or by the employment of additional help—reporting all such action to the Board at its next meeting.

(8) At least one week before the meeting at which the budget is to be considered by the Trustees, the President shall present to each member of the Board the annual budget, or a summary thereof, for the fiscal year beginning July 1, following. The budget shall be based upon a careful estimate of the available income for the year, to be furnished him by the business manager and the said budget shall leave unappropriated a balance of not less than \$25,000.00.

4. *Communication with the Board of Trustees.** The ordinary method of communication between the Faculty, members of the instructional force, or other officers of the University, and the Board of Trustees, shall be in writing, and shall be presented through the President of the University; provided, however, that this rule shall not be interpreted as in any way limiting the right of communication between the Faculty or other officers of the University and the Trustees, or as in any way limiting the manner in which the Trustees may gain information as to the work of the University. All business to be presented to the Trustees shall be in the hands of the President not later than one week prior to the day of the meeting at which such business is to be considered.

6. *Reports to the President.* The deans, chairmen of departments and administrative officers of the University shall submit to the President, official reports on the work in their respective departments or divisions, whenever called upon so to do by the President.

II. THE ADVISORY STAFF OF THE PRESIDENT

8. *Assistant to the President.** The Assistant to the President shall be under the direction of the President and render such service as the President may require. Among these services he shall make a study of the educational and administrative efficiency of the University and report thereon to the President. He shall serve as assistant in the preparation of the annual budget and perform such other duties as may from time to time be assigned. He shall be a voting member of the University Faculty, the Chairman of the Council on Instruction, Secretary of the Administrative Council, a member of the University Press, and of the Committee on Student Standing.

10. *Vice President.** The Vice President shall have charge of University relations under the general supervision of the President and of such other matters as the President may from time to time delegate to his office.

12. *The Administrative Council.** The President of the University, the Vice President, the Deans of Colleges, and the Dean of the Graduate School shall comprise the Administrative Council of the

University. The Assistant to the President shall be the secretary of the Administrative Council. The Administrative Council shall meet every two weeks during the academic year and upon call by the President. In the temporary absence of the President, the Dean of the Graduate School shall be the presiding officer.

The Administrative Council shall serve as an advisory council to the President.

14. *The Junior Council.** The Junior Council, organized under the chairmanship of the President, shall consist of the Junior Deans and additional members selected from the University Faculty at large by the President. It shall study all matters common, or which might be common, to the several colleges pertaining to the instruction and the guidance of freshman and sophomore students and report its findings and recommendations to the appropriate authorities.

III. THE UNIVERSITY FACULTY

16. *Membership.** The President of the University shall be the presiding officer of the University Faculty. In his absence, the Dean of the Graduate School shall preside.

The University Faculty shall be constituted of voting members and corresponding members as follows:

(1) The voting members shall be the President, the Vice President, the Assistant to the President, the Dean of the Graduate School, the Deans of the Colleges, the Junior Deans of the Colleges, all members of the staff with the rank of Professor, Professor Emeritus, or Associate Professor, and other members of the staff while in charge of departments, the Dean of Women, the Dean of Men, the Librarian, the Registrar, the University Examiner.

(2) Unless they are already members of the Faculty by virtue of their rank, the corresponding members shall be the Secretary of the Faculty, the Secretaries of the Colleges, and such other persons as may from time to time be so designated. Corresponding members shall have the privilege of participating in the discussions of the Faculty, but shall not have the right to vote.

18. *Regular Meetings.** The regular meetings of the University Faculty shall be held on the second Thursday of each month during the academic sessions. A meeting to pass upon candidates for degrees shall be held by special announcement preceding each Quarterly Convocation. Special meetings shall be held on call of the President.

20. *Quorum.* Forty voting members shall constitute a quorum of the Faculty.

22. *Order of Business.* Except as otherwise provided by the Faculty, its meetings shall be conducted in accordance with Robert's Rules of Order.

The Order of Business shall be:

- (1) Call to Order
- (2) Reading and approval of the Minutes
- (3) Announcements
- (4) Special Orders
- (5) Reports from the Colleges
- (6) Reports of Councils, Boards, and Standing Committees
- (7) Reports of Special Committees
- (8) Unfinished Business
- (9) New Business
- (10) Adjournment

*24. New Rules.** The legislative authority to establish rules and regulations for the immediate government of the University and students in all that relates to the order and discipline therein, and to affix penalties for the violation thereof, the times of recitation and other matters relating to the internal policy of the University, is vested in the University Faculty, subject to the approval of the Board of Trustees.

All rules and regulations made by the Faculty or any board or committee appointed by it, shall be subject to the approval of, and may be, from time to time, reviewed, modified or annulled by the Board of Trustees.

26. Change in Rules. All motions to change the rules and regulations of the University Faculty shall be submitted in writing at a regular meeting of the Faculty, and shall be referred to the Committee on Rules for consideration and subsequent report to the University Faculty.

An affirmative vote of three-fourths of all the voting members of the Faculty present at a meeting thereof shall be required for the adoption of a change in these rules and regulations.

The report of the Committee on Rules on all matters referred to it shall be published in the Official Daily Bulletin in advance of its presentation to the University Faculty.

28. The Records of the Faculty. The records of the Faculty shall be kept by the Secretary for the exclusive use of the President, the members of the Faculty, and the Board of Trustees. No person not an official of the University shall have access to them. They shall not be made public except by order of the Faculty, but appropriate announcements of Faculty action may be made through the Secretary upon authorization of the President.

IV. THE COLLEGE FACULTIES AND GRADUATE COUNCIL

30. The Colleges. For educational administration the University shall be organized into the Graduate School and the Colleges, as follows: The Graduate School, the College of Agriculture, the College of Arts and Sciences, the College of Commerce and Administration, the College of Dentistry, the College of Education, the College of Engineering, the College of Law, the College of Medicine, the College of Pharmacy, and the College of Veterinary Medicine.

32. Membership. The assignment to membership in the several college faculties shall be made by the President of the University on recommendation of the Deans concerned from the list of professors, associate professors, assistant professors, and those instructors who have served the University for at least six Quarters, and shall be reported annually to the University Faculty.

*34. Powers of College Faculties.** The several college faculties shall have the following general powers:

(1) To adopt requirements for admission subject to the approval of the University Faculty.

(2) To adopt and abolish courses and curricula subject to the approval of the Council on Instruction (or the Graduate Council) in conformity to the prescribed rules of procedure.

(3) To adopt new degrees or abolish old ones subject to the approval of the Council on Instruction, the University Faculty, and the Board of Trustees.

(4) To recommend to the University Faculty and through the President to the Board of Trustees candidates for degrees.

36. *Executive Committee.* Each College of the University (as well as the Graduate Council) shall have the power to designate an Executive Committee to which it may delegate authority to transact the business of the College as provided by the rules or by the established precedents of the College. Unless otherwise provided by the College Faculty, this committee shall receive and act upon student petitions relative to courses of study and reinstatement; shall certify to the College Faculty at the end of each Quarter lists of students who have fulfilled the requirements for a degree, or for whom special recommendation is made; and shall bring before the College Faculty any matter coming within its knowledge that needs the consideration or action of the Faculty. The Dean of the College shall act as chairman of the committee.

V. FACULTY OFFICIALS

38. *The Dean of the Graduate School.** The Dean of the Graduate School shall be appointed by the Board of Trustees upon recommendation of the President, acting with the advice of the Graduate Council. The Dean shall be the administrative head of the Graduate School, shall preside at the meetings of the Graduate Council and of its Executive Committee, and shall make recommendations to the Council concerning all such matters as are of primary interest in the development of the graduate work of the University. He will also serve *ex officio* as a member of the Administrative Council and, in the absence of the President shall preside at its meetings. He shall present candidates for graduate degrees to the President of the University and shall officially report to the President upon the condition and progress of the Graduate School whenever called upon to do so by the President. He shall provide the University Editor with the material for the Graduate Bulletin and for any other publications the Graduate School may be authorized to issue.

40. *The Dean of the College.* (1) In each college, there shall be a dean who shall be the administrative head of the College and who shall be appointed by the Board of Trustees upon nomination of the President of the University. The President will confer with members of the College Faculty before making his nomination. The chairmen of departments in the College shall make recommendations to the President of the University, who shall make nominations to the Board of Trustees.

(2) The Dean shall be the administrative head of the College, and in this capacity shall preside at the meetings of the College Faculty, make recommendations concerning the college budget for the consideration of the President, recommend appointments to the staff in the departments under his charge, and to membership in the College Faculty. The Dean shall be a member of the Faculty of each department.

(3) He shall present candidates for degrees to the President of the University, serve as a member of the Administrative Council, and, in general, be responsible for the progress of educational policies and well-being of the college. He shall officially report to the President upon the condition and progress of the College whenever called upon to do so by the President. He shall provide the University Editor with the material for the bulletin of the college and for any other publications the college may be authorized to issue, on or before a date pre-

scribed by the President. He shall approve courses of study for students (or delegate this duty to responsible persons), place students delinquent in their studies on probation, and recommend any other disciplinary action to the President of the University.

42. *The Junior Dean of the College.** The Junior Dean of a College shall be a member of its staff authorized to act as a personnel officer to counsel with freshman and sophomore students concerning their personal and their scholastic welfare and progress, and to render such assistance and cooperation as may be possible to teachers and college officers in progressively improving the teaching and personnel procedures for such students. To accomplish the aforementioned purposes, he will be expected to initiate and promote advisable projects and procedures.

44. *The Dean of Women.** The Board of Trustees upon nomination of the President shall elect annually a Dean of Women, who shall be responsible to the President and who shall perform such duties and shall exercise such authority as may from time to time be delegated to her office by the President. She shall administer the rules of the faculty relating to extra-curricular activities as they apply to individual women students. It shall be the duty of the Dean of Women to inspect all quarters in which women students in the University may reside and no woman student may reside in any place which she disapproves.

46. *The Dean of Men.** The Board of Trustees, upon nomination by the President, shall elect annually a Dean of Men, who shall be responsible to the President and shall perform such duties and exercise such authority as may from time to time be delegated to his office by the President. He shall administer the rules of the Faculty relating to extra-curricular activities as they apply to individual men students. It shall be the duty of the Dean of Men to inspect all quarters in which men students in the University may reside and no man student may reside in any place which he disapproves.

48. *The Secretary of the University Faculty.* The Secretary of the University Faculty shall be chosen by the vote of the Faculty, either from its own number or by designation of some person holding an official position in the University. The Secretary shall keep the records of the meetings of the University Faculty in accordance with Rule 28 and shall furnish to the President for report to the Board of Trustees for its consideration all actions and rules of a general nature passed by the Faculty, requiring the approval or action of the Trustees.

50. *The Secretary of the College.* Each College shall have a Secretary appointed by the Dean. He shall keep the minutes of the meetings of the College Faculty, together with a record of attendance, and of all actions taken, and forthwith furnish copies of such minutes to the Dean and to the President of the University and shall certify to the Council on Instruction and to the Graduate Council all changes in courses and curricula which have been so acted upon and approved as to be proper for their consideration. He shall keep the minutes of the Executive Committee, transmit all communications from his Faculty to the University Faculty, certify to the Executive Committee the list of students eligible for a degree, receive all student petitions, and present them to the executive Committee, and act as assistant to the Dean in any way that the Dean may desire.

52. *The Librarian.** The Librarian shall be appointed by the Board of Trustees upon recommendation of the President and shall be

directly responsible to him. The Librarian shall preside at meetings of the Library Council and shall be responsible for the proper administration of the University Library. He shall make nominations and recommendations to the President as to appointment and salaries of the Library Staff. He shall report to the President upon the condition and progress of the Library whenever called upon to do so by the President.

54. *The Registrar.** The Registrar shall be appointed by the Board of Trustees upon recommendation of the President and shall be directly responsible to the President. The duties of the Registrar shall be as follows: (1) the maintenance and custody of all the student records of the University; (2) the maintenance of a complete file of the local and home addresses of all students; (3) the supervision of the details of registration; (4) the supervision of the details of the time schedule; and (5) the assignment of rooms for classes and for other meetings, occurring during the hours of 8:00 a. m. to 5:00 p. m.

56. *The University Editor.** The University Editor shall be appointed by the Board of Trustees upon recommendation of the President and shall be directly responsible to him. The duty of the Editor shall be to edit and harmonize the catalogues, bulletins, announcements, and all usual informational and advertising matter relating to the University and its several colleges, schools, and departments.

58. *The University Examiner.* The University Examiner shall be appointed by the Board of Trustees upon recommendation of the President and shall hold a professorial title as a member of the teaching staff. He shall be chairman of the Entrance Board and its executive officer, and as such shall have the following duties:

(1) He shall conduct the correspondence of the University on all matters connected with the admission of students to any division of its work.

(2) By consultation with Boards of a similar character in other institutions, with departments and instructors in this University, and by visits to Ohio institutions whose academic standing is not well known to him, he shall keep informed upon the value of credit presented for his consideration from other institutions.

(3) He shall receive and evaluate all certificates presented for admission to the University, or for advanced standing in any College or University course, certify to the Registrar all credits granted, and issue all cards for admission.

(4) He shall have charge of transfers from one College of the University to another but, in any case where a College objects to receiving a student, final decision shall lie with the Entrance Board.

(5) With the consent of the Dean of the College concerned, he shall pass upon the admission of all special students.

(6) He shall have the custody of all certificates offered for admission or for advanced standing.

(7) He shall submit an annual report to the Faculty at the regular December meeting.

VI. THE DEPARTMENTS

60. *The Department.** The department is the unit of university organization for instruction, research, and extension in a defined field of learning.

62. *The Chairman.** There shall be a chairman of each department, who shall be its administrative head, and who, subject to the

approval of the Dean of the College, shall be responsible for the educational policies and practices of the department. The chairman shall be elected by the Board of Trustees on nomination of the Dean of the College and recommendation by the President of the University. The Dean will confer with the Faculty members of the department before making his nomination.

64. *The Faculty.* The Faculty of the department shall comprise all members of the department who are members of the College Faculty and such other members of the department as the chairman may from time to time designate. The chairman of the department shall be chairman of the Faculty of the department. The Faculty of the department shall make recommendations on educational policies to the Faculty of the College. The President of the University and the Dean of the College are members of the Faculty of each department.

66. *Meetings.** The Faculty of the department shall meet upon call of the chairman of the department and not less frequently than once each Quarter of the academic years.

68. *The Budget.** The chairman of the department shall prepare the annual budget recommendations of the department for the consideration of the Dean of the College, after consulting with the Professors and Associate Professors of the department.

70. *Absence from Duty.* Absence of any professor or instructor from ordinary service in the University, for any cause other than sickness, must be with the knowledge and approval of the Chairman of the Department and of the Dean of the College and, if for longer than ten days, with the approval of the President of the University.

All cases of protracted sickness causing absence from classes by members of the Faculty shall be reported by the chairman of the department to the Dean and the President.

72. *Communication with Dean and President.* Each instructor in any department shall have the right to transmit, through the chairman of the department, to the Dean of his College, and to the President any communication bearing upon the work in which he is personally engaged, and the chairman of the department shall promptly transmit to the Dean and to the President any communication so received.

VII. UNIVERSITY COUNCILS, BOARDS, AND STANDING COMMITTEES

74. *The President an ex officio member.* With the exception of the Committee on Honorary Degrees, the President of the University shall be *ex officio* a member of all the Faculties, Councils, Boards, and Standing Committees of the University, and shall be notified in advance of all meetings.

76. *Appointment.* All Councils, Boards, and Standing Committees of the University Faculty shall be appointed by the President unless the membership has been designated by rule.

The announcements of the memberships for the year shall be made through the Official Daily Bulletin in October.

Each Council, Board, and Standing Committee shall effect its own organization unless a chairman has been designated by rule.

UNIVERSITY COUNCILS

The Administrative Council. (See Rule 12)

The Junior Council. (See Rule 14)

78. *The Graduate Council.* The Dean of the Graduate School shall be chairman of the Council. The Council shall be constituted as

follows: The Dean of the Graduate School, the Director of the Bureau of Educational Research, the Director of the Bureau of Business Research, the Director of the Engineering Experiment Station, the Director of the Agricultural Experiment Station (or some member of the staff designated by him) and the University Librarian shall be *ex officio* members of the Council. It shall include one or more members of the Faculty of professorial rank representing each of the following groups: (1) Accounting, Business Organization, Bureau of Business Research, Journalism; (2) Economics, Geography, History, Law, Philosophy, Political Science, Sociology; (3) Agricultural Chemistry, Botany, Psychology, Physiology, Zoology and Entomology; (4) Astronomy, Chemistry, Geology, Mathematics, Mineralogy, Physics; (5) Bureau of Educational Research, History of Education, Principles and Practice of Education, School Administration; (6) Fine Arts, Music, Practical Arts and Vocational Education; (7) Classical Languages and Literature, English, German, Romance Languages and Literature; (8) Architecture, Architectural Engineering, Ceramic Engineering, Chemical Engineering, Civil Engineering, Electrical Engineering, Industrial Engineering, Mechanical Engineering, Mechanics, Metallurgy, and Mine Engineering; (9) Agricultural Education, Agricultural Engineering, Animal Husbandry, Dairy Technology, Farm Crops, Home Economics, Horticulture and Forestry, Rural Economics, Soils, Poultry Husbandry; (10) Anatomy, Bacteriology, Pathology, Physiological Chemistry, Veterinary Medicine, Public Health.

Each of the foregoing groups shall have not less than one nor more than three representatives on the Council, the number depending upon the prominence of the group in graduate work.

Appointments shall be made by the President and shall be for a term of three years. No member of the Faculty shall be eligible for re-appointment to the Council until one year after the expiration of his membership.

The Graduate Council shall have charge of the graduate work of the University, subject to the regulations of the Board of Trustees and of the University Faculty. It shall formulate and announce a procedure to be followed in the introduction of new courses and in the making of changes in existing courses open to graduate students. Its approval shall be necessary to the authorization of any such course or change. It shall recommend all successful candidates for the advanced degrees to the University Faculty for recommendation to the Board of Trustees. It shall have the sole supervision of the publication of the monographs under the heading "Graduate School Series of the Ohio State University."

The functions of the representatives of the above specified groups shall be as follows: (1) to recommend to the Graduate Council degree requirements or amendments thereto for the groups which they respectively represent; (2) to act as an advisory committee to the Dean of the Graduate School on degree programs for individual candidates for the groups which they respectively represent; (3) to make suggestions to the Council concerning the promotion and improvement in graduate work in their respective groups.

80. *The Council on Instruction.* The Council on Instruction shall consist of nine members of the University Faculty appointed by the President, three to be appointed each year. The Assistant to the President shall be chairman of the Council. This Council shall have the following duties:

- (1) It shall make recommendations to the Administrative Council

on all proposals for the establishment or the abolition of colleges, schools, departments of instruction, bureaus, curricula, courses, and degrees.

(2) It shall formulate and announce a procedure to be followed in the introduction of new courses and in the making of changes in existing courses open to undergraduate students. Its approval shall be necessary to the authorization of any such course or change, as provided in Rule 136.

(3) It shall receive from the various colleges and the Summer-Quarter Council proposals for the establishment, abolition, and change in courses and curricula affecting undergraduates and pass on them.

(4) It shall permanently withdraw any course not deemed desirable or justifiable or require it to be given in alternate years after investigation and consultation with the colleges and departments concerned.

(5) It shall make recommendations to the appropriate University authorities concerning any matters dealing with the educational policies of the University.

(6) Decisions of the Council may be brought to the University Faculty for review.

(7) All recommendations on proposals referred to in sections (1) and (3) shall be published (at least in abbreviated form) in The Official Daily Bulletin before final action is taken.

82. *The Summer-Quarter Council.* The Summer-Quarter Council shall be composed of three members of the Administrative Council, appointed by the President. This Council shall be charged with the responsibility of planning the work for the Summer Quarter, subject to the approval of the President, but all new courses recommended by it for the Summer Quarter must be approved by the Council on Instruction or the Graduate Council. During the Summer Quarter, it shall constitute the administrative body in charge.

84. *The Library Council.** The Library Council shall consist of the Librarian and four members of the Faculty appointed by the President annually. It shall meet upon call of the Librarian, who shall preside at all its meetings. Its duty shall be to advise the Librarian upon matters of general university policy respecting the libraries of the University.

86. *Council on Student Affairs.* The Council on Student Affairs shall consist of three members of the University Faculty, appointed annually by the President, one to retire each year, the Dean of Men and the Dean of Women *ex officio*, and three student members appointed annually. Two of the student members shall be the President of the Student Senate and one other man appointed by the Student Senate. The third student member shall be the President of the Women's Self-Government Association.

The Council shall consider and advise the Dean of Women or the Dean of Men on any matters upon which its advice or opinion is desired. It shall control the publications of all student organizations.

88. *The Entrance Board.* The Entrance Board shall consist of the University Examiner and six members of the teaching staff, two to retire each year. The University Examiner shall be chairman of the Board and its executive officer.

It shall be the duty of the Entrance Board to carry into effect the rules of the University Faculty and of the College Faculties relating to the admission of students to all Colleges and Schools of the University, to decide, in disputed cases, whether students shall be

transferred from one college to another, to inform the Faculty of any needed changes in these rules, and to act as an advisory council to the University Examiner upon all problems arising in connection with his duties.

90. *The Publication Board (University Press).* The Publication Board, constituting the University Press, shall consist of the Vice President, the Assistant to the President, and the University Editor, as permanent members, and three members of the University Faculty appointed by the President, one to retire each year. The duties of the Board shall be as follows:

(1) It shall have the sole supervision of the publication of the catalogues, bulletins, circulars, announcements, extension literature, and all other University publications except the "Graduate School Series of the Ohio State University."

(2) It shall determine the number of each publication to be printed, authorize publications other than those regarded as established necessities, fix the date of each issue authorized, its sale price (if any), and supervise the details of materials, style, typography, binding, and illustrations.

(3) It shall reserve such a number of copies of each publication as may be needed to provide for the files of the Library and for exchange lists of the Librarian. It shall also reserve one copy for the office of the President and one for the office of the University Editor.

92. *The Athletic Board.* The Athletic Board shall consist of eleven members and shall be responsible to the President. Six of these shall be members of the University Faculty, appointed by the President annually. They shall constitute the Faculty Committee on Athletics and Athletic Eligibility. One member shall be a member of the Board of Trustees. Two members shall be Alumni of the University and shall be elected by the Ohio State University Association for a term of two years, one to retire each year. Two members shall be students of the University, elected by the Student Senate, for a term of two years, one to retire each year.

The Athletic Board shall be charged with the duty of control of intercollegiate and intramural athletics. It shall recommend to the President the appointment of the Director of Athletics, and shall employ all coaches, trainers, student managers, and other assistants not provided for in the University budget. It shall approve all schedules and expenditures of the Athletic Association. It shall make an annual report to the University Faculty.

The Director of Athletics shall have immediate direction of intercollegiate athletics and shall be responsible to the Athletic Board. It shall be the duty of the Director to arrange the schedules of intercollegiate and intramural contests, subject to the approval of the Athletic Board. He shall supervise all trips and make all arrangements for the carrying on of intercollegiate and intramural contests.

94. *The Committee on Rules.* The Committee on Rules shall consist of three members of the Faculty appointed by the President. This committee shall receive by reference all new rules and changes in rules proposed in the University Faculty, and shall report their recommendations to the Faculty as promptly as possible. The Committee shall have the power to initiate rules not proposed by the Faculty and recommend them to the Faculty for action. It shall also be the duty of the Committee to keep the University rules up to date and plan the publication of the rules at such intervals as may appear to be desirable. The recommendations of the Committee shall be printed

in The Official Daily Bulletin, or as a special circular, in advance of presentation to the Faculty, and notice shall be given of the meeting at which the recommendation is to be reported for action.

96. *The Committee on Intelligence Tests.* The Committee on Intelligence Tests shall consist of five members of the University Faculty appointed annually by the President. It shall formulate and administer intelligence tests to all students entering the University, except such as present intelligence ratings satisfactory to the Committee.

98. *The Committee on Conduct in Examinations.* The Committee on Conduct in Examinations shall consist of three members of the Faculty. It shall be the duty of this committee to investigate all cases of dishonesty in the endeavor to secure credit for a course reported to it by members of the teaching staff and make recommendations of suitable disciplinary action to the President. It shall be the further duty of the committee to investigate any cases of lax or irregular methods of conducting examinations, tending to promote dishonest practices on the part of students and to make report of its findings to the President. Each instructor shall report all cases of dishonest practice in his classes to the Committee.

100. *The Committee on Student Standing.* The Committee on Student Standing shall consist of the Assistant to the President and six other members of the University Faculty appointed for a term of three years, two to retire each year. This committee shall act as a board of review in certain cases in which a student's record of failure during his course puts him so far behind in points as to render his graduation extremely difficult if not impossible.

The Committee shall inquire into the merits of any such cases recommended to it by the Executive Committee of a College, provided the student has a record of 1.8 points per hours undertaken for at least three Quarters in succession subsequent to the period of failure. In case the Committee is convinced that the student suffers a needless penalty by being held for points on such failure, it may allow the omission of specified failures by the Secretary of the College to which the student belongs in computing the eligibility of the student for a degree. If the Committee acts favorably on such a recommendation it shall so notify the Registrar, and the Registrar shall note the action on the student's record card.

102. *The Committee on Diplomas.* The Committee on Diplomas shall consist of the Chairman of the Department of Engineering Drawing or other person appointed by the President. He shall be responsible for the procuring, preparing, and proper signing of all diplomas and certificates granted by the Board of Trustees.

104. *Committee on Honorary Degrees.* The Committee on Honorary Degrees shall consist of five members of the University Faculty elected by the Faculty by secret ballot. Nominations shall be made from the floor and a majority of those voting shall be necessary to election. The term of office shall be five years with one member retiring each year, and the annual election shall occur at the first regular meeting of the Faculty in the autumn. A retiring member shall not be eligible for immediate reelection.

It shall be the duty of the committee (a) to organize definite standards of scholarly attainment or of the distinctive application of such attainment in the service of society by which to judge the qualifications for this honor; (b) to receive suggestions concerning persons who might be considered for an honorary degree; (c) to canvass

thoroughly the achievements and qualifications of all persons so suggested; (d) to report to the Faculty for their consideration and action such persons as have received the unanimous endorsement of the committee; (e) and to keep all deliberations and votes secret.

The Faculty shall be advised in advance through the general bulletin that the committee on honorary degrees proposes to submit a report of nominations at any particular meeting of the Faculty.

The report of the committee shall be accompanied with full details concerning the qualifications of each candidate proposed, and opportunity shall be given for adequate discussion of the nominations.

There shall be no recommendation by the Faculty to the Board of Trustees of any person recommended by the committee on honorary degrees unless such person is approved by a two-thirds vote of the Faculty upon a secret ballot.

Complete secrecy shall be maintained with regard to the deliberations and actions of the Faculty.

106. Committee on Commencement Convocations. The Committee on Commencement Convocations shall be appointed by the President and shall consist of three members of the teaching staff, one to be appointed each year, the Assistant to the President and the Business Manager of the University.

The duty of this committee shall be to make all necessary arrangements for Commencement Convocations, with the exception of the provision of speakers.

VIII. THE UNIVERSITY YEAR

108. Quarters. The University year shall be divided into four Quarters. The Autumn, Winter, and Spring Quarters shall total not less than thirty-four weeks. The Summer Quarter shall be the first Quarter in the University year and shall be divided into two terms of equal length.

The University calendar, including the dates of the beginning and ending of each Quarter and of the several vacations and recesses within the year, shall be submitted annually by the University Editor to the Administrative Council for adoption and publication in the University Bulletins.

110. Commencement Convocations. A Convocation shall be held at the close of each Quarter for the conferring of degrees and certificates.

112. Thanksgiving Recess. The Thanksgiving recess shall begin at 6:00 p. m. the Wednesday before Thanksgiving Day, and shall terminate at 8:00 a. m. the following Monday.

114. Vacation Days. Washington's Birthday (February 22) Memorial Day (May 30), Independence Day (July 4), and the afternoon of Armistice Day (November 11) shall be observed as holidays by the University.

IX. ORGANIZATION OF WORK

116. Reporting for Duty. All members of the Teaching Staff on duty during a given Quarter are expected to report for duty and to be available for consultation and department organization at least one day preceding the day designated in the Calendar as the day for classes to begin. They are also expected to remain on duty through the Convocation and examinations which conclude the work of that Quarter.

118. *Interval between Classes.* The interval between the close of one class period and the beginning of the next shall be ten minutes.

120. *Class Rolls.* Instructors shall make their class rolls solely from the official roll cards issued by the Registrar's office, both in respect to names and time schedules.

122. *Approval of Student Programs.* The Deans or Secretaries of the several colleges shall approve the programs of students in their colleges but the assignment to sections and all changes in such assignment shall be made by the Registrar.

A student shall not change from one section of a course to another without the permission of the Registrar.

124. *Change of Schedules.* No instructor shall change the hour, section or place of meeting of any class to which a student has been assigned except with the approval of the Registrar.

126. *Cancellation of Elective Courses.* As promptly as possible after the filing of election cards, the Registrar shall report to the Dean of the College having charge of the department concerned all elementary elective courses (numbered below 600) in which less than six students are enrolled and all elective advanced undergraduate courses (600 and above) in which less than four students are enrolled. The Dean shall cancel every such course unless the department can show adequate reason why it should be given. When such a course is cancelled, the Dean shall notify the Registrar, who shall insert in the Official Daily Bulletin a notice of its cancellation.

128. *Precedence of Scheduled Hours.* Regularly scheduled class appointments shall have precedence over any special examinations or exercises not provided for on the Calendar or by Faculty action.

130. *Change in Credit Hours for Courses.* Change in the credit hours of a course can be made only upon recommendation by the Department and the College Faculty, approved by the Council on Instruction or by the Graduate Council, as provided in Rule 136.

X. COURSES AND CURRICULA

132. *Courses.* A course is a unit of instruction or research embodied in the program offered by a department. Courses numbered below 500 are primarily designed for Freshmen and Sophomores and do not carry credit for graduate students. Courses numbered from 500 to 599 are not open to Freshmen and do not carry credit for graduate students. Courses numbered from 600 to 799 are designed for upper-classmen and graduate students and are not open to Freshmen and Sophomores, except with the consent of the Dean of the Graduate School. Courses numbered above 800 are designed for graduate students and are open to undergraduates only with the consent of the Dean of the Graduate School.

134. *Curriculum.* A curriculum is a program of courses leading to a certificate or a diploma. A required curriculum is one which is definitely prescribed and must be completed as prescribed in order to obtain the degree, but the College Faculty may provide for substitutions or exceptions with regard to particular courses in individual cases. A suggested curriculum is one presented by a department or departments as representing the usually desirable program for a student majoring in a particular field. It is advisory in character.

136. *Authorization of Courses.* New courses or curricula or changes in or abolition of existing courses or curricula open to undergraduates must be approved by the Council on Instruction. New

courses or curricula or changes in or abolition of existing courses or curricula open to graduate students only must be approved by the Graduate Council. New courses or curricula or changes in or abolition of existing courses or curricula open to both undergraduate and graduate students must be approved by both the Council on Instruction and the Graduate Council. Courses for the Summer Quarter shall be recommended by the Summer Quarter Council in accordance with the provisions of Rule 82.

If any change requires an addition to the teaching staff, it shall not be authorized until approved in writing by the President.

138. Procedure Required. Proposals of new courses or curricula or changes in existing courses or curricula that concern undergraduate students only shall originate in the departments and, after approval by the appropriate College Faculty, shall be sent to the Council on Instruction for consideration. In the case of courses or curricula that concern both graduate and undergraduate students, the procedure shall be the same as above, except that, after approval by the appropriate College Faculty and the Council on Instruction, the proposals shall be sent to the Graduate Council. Proposals that concern graduate students only shall originate in the departments and shall be forwarded through the Dean of the College in which the department is budgeted to the Dean of the Graduate School with a statement as to whether or not the proposed new courses or changes in courses are within the budgetary allotments. They may then receive the approval of the Graduate Council requisite for graduate credit.

140. Publication of Courses. All official bulletins of the University shall be published from the copy furnished by the Council on Instruction or the Graduate Council, but mere editorial changes, such as a change of the Quarter in which a course is given, a change in the instructor's name or a minor verbal change in the description of a course, may be made in such copy by the editor with the approval of the department.

XI. ADMISSION

*142. Adoption of Requirements for Admission.** Entrance requirements to the several Colleges of the University shall be adopted by the Board of Trustees upon recommendation of the College Faculties and approval of the University Faculty.

144. Requirements for Admission.

(1) FOR ADMISSION AS A GRADUATE STUDENT.

A candidate must be a graduate of an educational institution approved by the Entrance Board and must have an undergraduate record satisfactory to the Entrance Board and to the Graduate Council.

(2) FOR ADMISSION AS A REGULAR UNDERGRADUATE STUDENT.

A candidate must be a graduate of a first-grade high school (or equivalent preparatory school), or he must pass equivalent entrance examinations. He must present a minimum of 15 units, and must meet the special requirements of the College he desires to enter, subject to such deficiencies (conditions) as the College may permit.

(3) FOR ADMISSION AS A SPECIAL STUDENT.

A candidate must be of mature years, and must be able to convince the University Examiner and the Dean of the College that he is qualified to undertake the special courses he desires.

(4) ADMISSION AS A TRANSIENT STUDENT.

To be considered for admission as a transient student, the candidate must present a brief, definite program, endorsed by the President or Dean of his college. Where this and all other pertinent matters are satisfactory to the University Examiner, the candidate may be admitted unless there is objection by the College to which he seeks admission, in which case the question of his admission shall be determined by the Entrance Board.

(5) ADMISSION AS AN AUDITOR.

A student in the University may audit a course without additional fee, upon the written approval of the professor in charge, the department chairman, and the Dean of the College.

One not a student in the University may be admitted as an auditor by the University Examiner after satisfying all entrance requirements and subsequently paying the fees required in the College in which he desires mainly to audit.

146. Admission to Advanced Standing. An applicant presenting credentials for admission to advanced standing will in general be refused admission unless his record is at least "C" as an average of all courses undertaken.

The University Examiner may admit an applicant who does not fully meet this standard provided his record is one that shows progressive improvement, and provided the total credits allowed shall not be more than one-half the credit points counted on the applicant's complete record.

148. Removal of Entrance Conditions. Entrance conditions assessed against students at the time of admission or transfer to a College, may be removed by the Entrance Board, when the Dean of a College, in which the conditioned student is registered, has certified to the Entrance Board that the deficiencies have been made up. The methods to be followed in making up entrance conditions shall have the joint approval of the Entrance Board and the Dean of the College concerned. The removal of entrance conditions shall take precedence over the regular college schedule. If credits earned in the University are to be substituted for such deficiencies, five Quarter hours and nine points shall be added to the graduation requirements of the conditioned student for each unit of entrance condition to be removed by this method.

Suggested methods are as follows:

- (1) By certificate from an approved secondary school.
- (2) By examination conducted by the Entrance Board.
- (3) By the substitution by the Entrance Board of excess work in subjects approved by the particular college to which the student seeks admission.
- (4) By the substitution by the Entrance Board, with the approval of the college concerned, of credits of equivalent amount secured at the University. In the latter case no definite course shall be designated as one offered in substitution, save in the case of a fixed requirement, but the requirements for graduation shall be increased by five Quarter hours and nine points for each unit of condition; and the fact shall be noted on the record card.
- (5) By passing a non-credit University course, such as Mathematics 400 and 401.
- (6) By attending a non-credit tutorial class and passing an Entrance Board examination.

150. *Admission of a Special Student to Regular Standing.* A special student who has completed two full years of college work and who desires to become a candidate for a degree may be transferred by the University Examiner to the standing of a regular student: (1) By meeting the entrance requirements of the College in which he desires to attain regular standing; or (2) by assuming an addition of 45 hours and 81 points to the requirements of his curriculum; or (3) by such other adjustments as may be approved by the Entrance Board or the Executive Committee of the College concerned.

XII. REGULATIONS RELATING TO REGISTRATION

152. *Registration and Payment of Fees.* Registration and payment of fees by the close of the business day preceding the first day of recitations of each Quarter are required of all students. For failure to comply with this requirement a penalty of \$5.00 for each succeeding day or fraction thereof will be imposed, except where the Dean of the college permits late registration and waives the penalty, but a penalty of \$5.00 for nonpayment of fees will be imposed on such students if their fees are not paid by the close of the business day following registration.

154. *Filing and Changing of Election Cards.* Students who are in residence at the University during the Spring and Summer Quarter must present their study-programs for the Autumn Quarter before September 1. Students who are in residence during the Autumn or Winter Quarter are required to present their study-programs for the following Quarter at dates announced during these Quarters. Students who fail to comply with this rule will be assessed a fee of \$1.00 for each day of delay, the maximum fine being \$5.00.

Changes in approved election cards will be made only upon the approval of the Dean and payment of one dollar for each change involved, unless such payment is waived by the Dean approving the change.

Changes in approved schedule assignments will be made only upon the approval of the Registrar and the payment of one dollar for each change involved, unless such payment is waived by the Registrar.

156. *Payment of Fees.** All bills for the Quarter, laboratory deposits, and fees required from students must be paid to the Bursar each Quarter previous to and as a condition of registration. Instructors shall not permit students to enter classes in their respective departments unless notified by the Registrar. Instructors shall not permit students to engage in laboratory work unless first shown a receipt from the Bursar for deposits paid.

158. *Return of Fees.** Fees are returnable in case a student withdraws on account of sickness or for other causes entirely beyond his control, if such withdrawal is made during the first thirty days of the Quarter. Students withdrawing under request from the University are not entitled to any return of fees. Permission to withdraw, given in writing by the Dean of the College, must be presented to the Bursar within this thirty-day period. Ordinarily no more than one-half of the fees paid will be refunded; if the case has exceptional circumstances it should be referred to the President for his judgment.

No fees will be returned in case of withdrawal of students until thirty days have elapsed from the date of withdrawal.

If fees are paid under mistake of law or fact they are returnable in full.

Fees are not returnable except as provided in this rule.

160. Fees for Instructors, Graduate Assistants, Fellows and Scholars. The following persons shall be exempt from fees with the following exceptions: (1) the matriculation fee, \$10.00, unless it has already been paid as an undergraduate fee; (2) the diploma fee of \$10.00 for graduate degrees and \$5.00 for baccalaureate degrees payable upon graduation; (3) the fee of \$51.50 required of each candidate for the degree of Doctor of Philosophy for binding dissertation and printing abstract payable upon graduation; (4) the fee of \$7.50 required of each candidate for the Master's degree for binding thesis and printing abstract payable upon graduation. This exemption shall include laboratory supplies, which shall, however, be paid for by the department in which such person is or is expecting to be a candidate for a graduate degree.

* (a) All members of the instructional force of the University who are registered in the Graduate School and receiving a salary of less than \$1000 per annum.

* (b) All Graduate Assistants, and Research Assistants in the Research Bureaus receiving a salary of less than \$1000 per annum who are registered in the Graduate School.

(c) All persons appointed Fellows or Scholars by the Board of Trustees and registered in the Graduate School.

† (d) Members of the Library Staff who are registered in the Graduate School, in cases recommended by the University Librarian, and receiving a salary of less than \$1000 per annum.

(e) Teachers employed in full time teaching service in the Public Schools of Columbus, Ohio, assigned to active teaching duty at the time, but the exemption in this case shall not apply to such teachers as register for work in the professional Colleges of Law, Medicine, and Dentistry.

† (f) Members of the staff of the Ohio Agricultural Experiment Station receiving a salary of less than \$1000 per annum.

In all cases where construction and application of this rule are required, the question shall be referred to the President of the University.

It is deemed inadvisable to exempt from fees any member of the administrative or clerical staff of the University who may register as a student and, as a general principle, such employees of the University should not be permitted to carry University courses except outside of the prescribed office hours.

162. Improper Registration. It shall be the duty of the Registrar to notify the Entrance Board and the Secretary of the appropriate College of each case of improper or fraudulent registration found. No credits earned by a student who is so registered subsequent to such notification and prior to proper registration shall be entered upon the record card of the student except by express consent of the University Faculty.

164. A Student's Address. Upon entering the University, each student shall give in writing his local address and his home address to the Registrar, and shall promptly report all subsequent changes in either address to the Registrar's office and the College office as long as he is connected with the University.

†NOTE.—The limitation mentioned in (a), (b), (d), and (f) above will become effective January 1, 1933.

XIII. GENERAL REQUIREMENTS

166. *Requirements in Military Science.* All male students, except those registered in the Colleges of Dentistry, Law, and Medicine and those registered in the curriculum of Applied Optics, unless excused in accordance with the provisions of the next rule, shall be required to pursue the study of Military Science during the first six Quarters of residence, exclusive of the Summer Quarter, or until the end of the Quarter in which he reaches the age of twenty-five years and shall be required to obtain one hour of credit for each Quarter in which he is required to pursue the study of Military Science as a prerequisite for an undergraduate degree.

168. *Excuse from Military Science.* The Department of Military Science and Tactics may permanently relieve a student from all, or any part, of the requirements of Military Science.

When a student enters the University from another College with advanced credit, and has acquired credit amounting to ninety hours including his advanced credit at entrance and exclusive of Military Science, Physical Education, and Hygiene, and has passed a Military Science course each Quarter he has been in residence (excepting Summer Quarter), he may be excused from any remaining part of the Military Science requirement but he shall be required to complete the full number of hours required for graduation in his curriculum.

It shall be the duty of the University Examiner to enter the words "Excused from Military Science" on the census card of every male student who enters with a minimum of ninety hours of credit, exclusive of Physical Education and Military Science.

170. *Requirements in Physical Education for Men and Women.* Physical Education and Hygiene are required of all men during the first year, and of all women during the first and second years.

172. *Requirement for Men.* The total requirement in Physical Education and Hygiene for men is four credit hours as follows: Physical activities, two hours each week, carrying one credit hour each Quarter, are required during the three Quarters of the first year; Hygiene, one hour each week carrying one credit hour, is required during one Quarter of the first year.

174. *Requirement for Women.* The total requirement in Physical Education and Hygiene for women is seven credit hours as follows: Physical activities, two hours each week, carrying one credit hour for three Quarters, and Hygiene, one hour each week, carrying one credit hour for one Quarter, are required during the first year; physical activities, three hours each week, carrying one credit hour for three Quarters, are required during the second year.

176. *Excuse from Physical Education.* The Department of Physical Education may permanently relieve a student from all or any part of the requirement in Physical Education.

When a student enters the University from another College with advanced credit, and has acquired credit amounting to ninety hours including his advanced credit at entrance and exclusive of Military Science, Physical Education, and Hygiene, and has passed a course in Physical Education each Quarter he has been in residence (excepting Summer Quarters), he may be excused from any remaining part of the requirement in physical education, but he shall be required to complete the full number of hours required for graduation in his curriculum.

It shall be the duty of the University Examiner to enter the words "Excused from Physical Education" or "Excused from Hy-

giene" (or both) on the census card of every student who enters with a minimum of ninety hours of credit, exclusive of Physical Education and Military Science.

178. *Physical Examination.* Every entering student must report for a physical examination upon the dates appointed in the Calendar of the University.

The University reserves the right to require a student to submit to such a physical examination as there is reasonable ground to believe that the protection of the University community requires and it reserves the right to dismiss a student if he refuses to submit to such an examination or if the examination indicates that the protection of the University community requires dismissal.

180. *Intelligence Test.* Every new student entering the University shall take an intelligence test under the direction of the Committee on Intelligence Tests, unless he presents an intelligence rating that is satisfactory to the Committee.

XIV. CLASSIFICATION OF STUDENTS

182. *Classification of Students.* Students shall be classified as follows: (1) Graduate Students, (2) Regular Undergraduates, (3) Special Undergraduates, (4) Transient Students, (5) Auditors.

The first division shall include graduates of this or other approved Colleges or Universities who are continuing courses for graduate degrees; the second shall include regular students in the curricula leading to a collegiate degree; the third shall include students who are admitted to pursue special lines of work, not conforming to a curriculum. The fourth shall include students enrolled in other institutions, entering the University with the recommendation of their college authorities for a brief residence (usually one Quarter) without transfer of credits. The fifth shall include persons who desire to attend lectures or classes without receiving credit for the course.

184. *Auditors.* A student who registers in a course as an auditor shall not receive any credit for such a course.

A student in this University may audit a course without additional fee, upon the written approval of the professor in charge, the Department chairman and the Dean of the college. Rule 144 (5).

One not a student may be admitted as an auditor by the University Examiner, after satisfying all entrance requirements and subsequently paying the fees required in the College in which he desires mainly to audit. Rule 144 (5).

A student who is permitted by his Dean to repeat a course for which he has received credit must register as an auditor. Rule 186.

XV. RESPONSIBILITY FOR COURSES

186. *Repetition of Course.* A student may not repeat a course in which he has received collegiate credit at this university or elsewhere except by permission of his dean. A student permitted to repeat such a course must register as an auditor.

188. *Repetition of High School Work.* If a student enters a course that presupposes a unit in the High School in the same subject (a course in foreign language or Chemistry 411) and finds himself unable to carry this course, the Dean on his own initiative, or upon request of the instructor concerned, may transfer the student to a more elementary course. Upon completion of this course, the student will receive three hours credit for each five hours of normal credit in the course.

190. *Withdrawal from Courses.* A student who withdraws from a course after the beginning of the Quarter must be given a failure in the course unless his withdrawal is approved by the Dean of his college.

If a student requests his dean's permission to withdraw from a course after the first four weeks of the Quarter, the Dean shall not act until he has considered the instructor's report upon the student's standing in the course and any other relevant information that the instructor may be able to furnish.

XVI. RECORDS, CREDIT HOURS, GRADES, POINTS

192. *Records of Students.* The records of the standing of students shall be kept by the Registrar primarily in the interests of the students and for the use of the President, the Deans, and the members of the Faculty. No person not connected with the University shall have access to these records. A student shall not have direct access to these records, but on request shall be furnished with a statement of his standing to date. Any student leaving the University shall, upon request, be furnished with a complete copy of his record. Duplicate copies, and copies requested at other times to be sent to designated persons may be secured by payment of a fee of \$1.00 each.

194. *The Credit Hour.* Not more than three hours per week of the average student's time, including class hours, shall be required for each credit hour. Two consecutive hours of practical or experimental work in any department shall be regarded as a credit hour; but when no outside work is required in addition to the laboratory work, the Faculty may assign three hours of laboratory work for one credit hour.

196. *Official Marks.* The standing of every student in each of his courses shall be reported at the end of each Quarter.

In the College of Law, where a course is continuous over two or more Quarters, a grade may be given at the end of the course, which grade shall be the grade for the entire course.

The official marks are as follows:

A (Excellent); B (Good); C (Average); D (Poor); E (Failed).

Mark E. Credit for a course in which the mark "E" has been received can be obtained only by repeating and passing the work in class.

In addition the following marks are authorized:

Prog. (Progress) may be used to indicate satisfactory progress in courses that are individual in character or extend over more than one Quarter.

Inc. (Incomplete) indicates either that a fraction of the work assigned in the course, for legitimate reasons, has not been completed or that the student did not take the final examination. Every grade of "Incomplete" shall be reported in triplicate on blanks furnished all instructors for the purpose and shall show the college in which the student is enrolled, the reason why the grade is given, the fraction of the work that is incomplete, a probable grade, if possible, on the work already done, the nature of the work yet to be done and the grade that will be given if the work is not completed within the time required by the rules of the University. A copy of each report of "Incomplete" shall be sent to the offices of the chairman of the department in which the course is given, the Dean of the College in which the student is enrolled, and the Registrar.

After the beginning of the fourth week of any Quarter of residence the mark "Inc." incurred during the preceding Quarter of residence shall be counted as a failure (E) in all matters of probation, dismissal, and eligibility. At the end of the second Quarter in residence it shall automatically lapse into a failure, except in the College of Law.

K (Credit) shall be used for work credited from other institutions and by the University Examiner only. "K" credit shall be counted as hours only and shall not be considered in determining point ratio.

Em. (Examination) shall be used to indicate that the credit given is for work not done in residence. By joint action of the department concerned, the appropriate Executive Committee and the Entrance Board, an applicant may receive credit by examination for work done in any field represented by an authorized course offering. In no case shall the total amount of credit given for such work exceed thirty Quarter-credit hours. No credit shall be given for such work unless it is passed with a grade of at least "C." No credit shall be given under the authority of this rule for a subject in which the applicant has failed an examination.

198. Points and Grades. For each hour of A grade, 4 credit points shall be allowed.

For each hour of B grade, 3 credit points shall be allowed.

For each hour of C grade, 2 credit points shall be allowed.

For each hour of D grade, 1 credit point shall be allowed.

For each hour of E grade no credit points shall be allowed.

200. Method of Computing Point Hour Ratio. In computing the point hour ratio for a student all work undertaken by him shall be counted. A student's point hour ratio for a Quarter shall be computed by dividing the sum of the credit hours for which he is scheduled that Quarter into the sum of the credit points allowed for such hours. The cumulative point hour ratio shall be computed by dividing the sum of the total number of credit hours undertaken at this University into the sum of the total number of credit points allowed for such hours.

"K" and "Em" credits shall be counted as hours only and shall not be considered in computing the cumulative point hour ratio.

202. Points Required for Graduation. The number of credit points required for graduation shall amount to not less than 1.8 times the number of credit hours undertaken at this institution.

204. Time Due. All grades for a given class are due and shall be reported to the office of the Registrar within forty-eight hours of the conclusion of the final examination.

206. Changing of Grades. A grade filed in the Registrar's office is a part of the official records of the University, and is not subject to change except upon official authorization of the chairman of the department and the Dean of the College.

XVII. LOW STANDING

208. Probation and Dismissal for Low Standing. At the end of each Quarter, any student who has failed to earn a point hour ratio of at least .65 on the number of credit hours for which he was scheduled shall be dismissed from the University. Any student, not dismissed under the above rule, who has failed to earn a point hour ratio of at least 1.30 on the number of credit hours for which he was scheduled that Quarter shall be placed on probation.

The period of probation shall extend through one Quarter of residence. If a student has been placed on probation twice, he shall not be

placed on probation again but instead shall be dismissed from the University.

The Dean or the Executive Committee of a College shall have power to place a student on probation at any time for a definite period when in their judgment his scholastic standing is unsatisfactory. In every case of probation the Dean of the College shall notify both the student and his parents or guardian.

These rules do not apply to students registered in the Colleges of Dentistry, Law, and Medicine. The faculties of these colleges are empowered to enact appropriate rules regulating this matter.

210. Dismissal of Students on Probation. At the end of any Quarter, any student who is on probation shall be dismissed from the University if he has failed to earn a point hour ratio of at least 1.30 on the number of credit hours for which he was scheduled. Notice of such dismissal shall be sent by the Dean both to the student and to his parents or guardian.

212. Dismissal for Deficiency in Points. Any student who has been registered in this University for six Quarters and has not earned a cumulative point hour ratio of at least 1.7 on the number of credit hours for which he has been scheduled shall be dismissed from the University. Moreover, a cumulative ratio of at least 1.7 shall be maintained throughout subsequent Quarters unless there is a transfer to another college. These rules shall not apply to students registered in the Colleges of Dentistry, Law, and Medicine. The faculties of these colleges are empowered to enact appropriate rules regulating this matter.

A student entering this University from another institution, as far as the applicability of this rule is concerned, will be considered as if his entire residence had been at this University but his point hour ratio will be computed upon the work done at this University.

214. Dismissal by Special Action. In cases not covered by the foregoing rules, if at any time the preparation, progress, or success of a student in his assigned work is deemed unsatisfactory, the Executive Committee of the College shall have power to dismiss him from the University.

XVIII. REMOVAL OF FAILURES

216. Failure in a Required Course. At his first opportunity a student must repeat in class a required course in which he has failed, unless the Executive Committee of the College authorizes a substitute course.

XIX. EXAMINATIONS

218. Written Examinations. At the close of each Quarter a written examination shall be given except in courses that are purely laboratory in character or are conducted as a seminar. In these latter courses a final examination shall be optional with the instructor concerned.

220. Examination Schedule. At the close of each Quarter not to exceed three and one-half days shall be set aside for examinations, but the examinations in the survey courses in charge of the Deans of the several colleges shall be held during the last scheduled hour of the course. The examination in any course shall not be more than two hours in duration, and shall be held in conformity with a schedule announced by the Registrar after approval by the Administrative Council. This schedule shall be strictly adhered to by all instructors.

The foregoing rule shall not apply to the College of Law. The Faculty of that College shall have sole jurisdiction in the matter of examinations for its students.

222. Examinations for Seniors. At the close of his final Quarter of residence a senior shall be examined in advance of the regular schedule and his grades shall be reported to the Registrar at a date announced in The Official Daily Bulletin. Each instructor may arrange for the time and mode of these examinations in accordance with his own judgment.

226. Penalty for Cheating in an Examination. A student found guilty of cheating in an examination shall be suspended from the University (Rule 98). He shall further be ineligible for participation in any student activity for the three Quarters of his residence at the University following his reinstatement. The possession of a crib during an examination shall be considered sufficient evidence of guilt. Any communication between students during an examination shall be considered presumptive evidence of cheating. A student who submits work to an instructor as his own, but which was prepared by someone else, such as themes, reports, drawings, laboratory notes or products; or one who knowingly assists in such a practice, shall be considered guilty of cheating.

NOTE.—if the student is guilty of cheating during the Quarter, he shall be suspended without credit for the remainder of the Quarter; if his offense occurs during final examinations, he will be allowed to complete his remaining examinations, but will be suspended for the following Quarter.

XX. GRADUATION

*228. Degrees and Certificates.** Degrees and certificates shall be awarded by vote of the Board of Trustees upon recommendation of the College and University Faculties transmitted by the President.

230. Graduation Fee. A special graduation fee is required of each person receiving a diploma from the University. This fee is \$5.00 for baccalaureate degrees and \$10.00 for graduate degrees.

232. Residence Requirement for a Degree. A candidate for a degree must secure credit by regular class enrollment for the full work of three Quarters. This work must be in courses offered by the College recommending the degree, and must be secured while in residence at this University.

Ordinarily the student must be enrolled in the college recommending the degree while completing the last two Quarters required of him, but the Executive Committee of that college may, for sufficient reason, waive compliance with this requirement to the extent of not more than one Quarter's work in favor of a student who has done six full Quarters of satisfactory residence work at this University, including forty-five Quarter credit hours completed during the junior and senior years.

234. Application for a Degree. A candidate for a degree must file an application for the degree with the Secretary of his College or the Dean of the Graduate School in accordance with the rules prescribed by his College or the Graduate School.

236. Attendance at Convocation Exercises. All candidates for degrees are required to be present at their graduation convocation unless excused by the President.

XXI. ABSENCES

238. Absences. Each department may frame its own rules relative to occasional absences by students from scheduled activities. If,

however, a student is absent from a course to such an extent as to imperil his credit, or is notably irregular in attendance, it shall be the duty of the instructor concerned to report the facts promptly to the Dean of the College in which the student is enrolled, and the Dean shall deal with the matter as a case of discipline.

240. Absences Before or After a Mid-Quarter Vacation. A student absent without excuse from a scheduled hour of work on a day immediately preceding or following a mid-quarter vacation (such as Thanksgiving, Washington's Birthday, Memorial Day, Independence Day) shall have a penalty of three hours (and 5.4 points) added to the requirements for his graduation. It shall be the duty of each instructor to report all such absences to the Dean of the College within five days following the vacation. For legitimate reason the Dean may excuse such absences, and he shall certify to the Registrar the list of all persons upon whom the penalty is to be imposed. The Registrar shall enter the penalty upon the student's record card.

242. Group and Concerted Absences. Permission for absence from classes of a group of students must be secured in advance from the Dean of Women or the Dean of Men. Requests for such permission must include the names of all students concerned and must be endorsed by the instructor or other responsible person or committee at whose instance the absence is desired. A list of all students so excused, together with the dates of their legitimate absence, shall be printed in The Official Daily Bulletin for the information of the teaching staff.

Concerted, unauthorized absence of a group of students shall render the individual students liable to suspension from the University.

XXII. WITHDRAWAL FROM THE UNIVERSITY

244. Withdrawal. A student who desires to withdraw from the University must apply to the Dean of the College for permission to withdraw. If the student leaves the University at any time during the Quarter without communicating with the Dean of his College, he will be marked as having failed in all his courses for the Quarter.

No student may withdraw from the University within two weeks of the beginning of examinations unless the reports of his instructors show that his record to date is satisfactory.

When a student withdraws from the University during a Quarter his parent or guardian shall be notified of the fact by the Secretary of the College.

XXIII. DISCIPLINE

*246. General Discipline.** The President of the University is responsible for the discipline of the students of the University and shall have final authority in all such matters.

*248. Discipline in College and Department Activities.** The Deans of Colleges and chairmen of departments, respectively, are responsible to the President for the discipline of all students in the activities of the Colleges and departments.

XXIV. MISCELLANEOUS REGULATIONS

250. Use of Tobacco. The use of tobacco in any form in the lecture rooms, halls, corridors, stairways, laboratories, and libraries of the University is prohibited.

252. Non-payment by Students of Debts for Lodging or for Meals. At the discretion of the President, registration may be cancelled or graduation denied, when it appears that any student has contracted a legitimate debt for lodging or for meals or both and has failed to pay for the same, under the following conditions:

(a) That the debt specified above is owed to a landlord or landlady whose house is registered and is in good standing with the office of the Dean of Women or Dean of Men, or that the debt is owed to a fraternity, sorority, or an organized student boarding club, or a Residence Hall, recognized by and in good standing with the University at the time such indebtedness was incurred.

(b) That the creditor has used every reasonable means at his disposal to collect the same.

(c) That the creditor has presented to the University satisfactory evidence of such indebtedness within a reasonable time.

254. Use of University Buildings. The rooms of any University student organizations which are located in the University buildings shall not be used for purposes other than the usual exercises of such organizations unless the permission of the President has been obtained in advance.

No student or group of students shall arrange for or announce a meeting of any kind to be held on the campus or in any of the University buildings unless permission has been obtained in advance from the President of the University or from persons to whom he has delegated this authority.

256. Drives, Canvassing, Tickets. Drives for funds, tag days, canvassing for sales or subscriptions, or sale of tickets for student projects shall not be permitted on the campus or in University buildings without permission from the President or from persons to whom he may delegate this authority.

XXV. INTERCOLLEGIATE ATHLETIC ELIGIBILITY

258. Athletic Eligibility. Eligibility for participation in intercollegiate athletic events is governed by the Rules of the Western Intercollegiate Conference.

XXVI. STUDENT ACTIVITIES

260. Eligibility. (1) To be eligible for participation in student activities a student must be enrolled in the University. In this and in the following regulations definite practice or preparation for an activity is to be construed as taking part in such activity. Eligibility for intercollegiate athletics is governed by the rules of the Western Conference and not by this rule.

(2) A student on probation or a student not carrying a full schedule may participate in activities only upon the approval of the Dean of the college in which the student is enrolled.

(3) At any time the Dean of the College in which a student is enrolled may declare the student ineligible because of failure in current class work. Such action shall be reported to the Dean of Women or the Dean of Men. At any time the Dean of Women or the Dean of Men may declare a student ineligible whose participation in an activity is judged to be detrimental to the student, the organization, or the University.

(4) The president of an organization shall file at the office of the Dean of Women or the Dean of Men a complete list of those who expect to participate in a public performance or publication in advance of the actual preparation and such lists shall be kept corrected. Both the president of the organization and the student himself shall be held responsible for participation while ineligible.

262. Participation. Participation in an activity is to be interpreted as including any specific preparation for any of its performances or duties.

In addition to the cast, dramatic and musical organizations shall be considered to include all those who accompany the organization on a trip or who take part actively in the production, e.g., an orchestra or stage hands.

Upon granting a petition for a performance that will result in the absence of a group of students from class appointments, the Dean of Women or the Dean of Men shall print in the Official Daily Bulletin a list of students excused together with the dates of authorized absence.

264. New Student Activities. Any group of students desiring to organize and be known as a University organization other than a fraternity or sorority shall comply with the following regulations:

(1) They shall present a written petition to the Dean of Women or the Dean of Men setting forth the object of the organization and carrying the names of all charter members, and shall receive the approval of the Dean of Women or the Dean of Men before proceeding with formal organization.

(2) The petitioners shall agree to submit the financial affairs of the organization annually to the Student Auditor and to comply with all regulations relative to student organizations and activities.

(3) The petitioners shall agree to maintain an accurate roll of its officers and members in the files of the Dean of Women or the Dean of Men.

XXVII. FRATERNITIES AND SORORITIES

268. Local Fraternities and Sororities. Any group of students desiring to organize and be known as a local fraternity or sorority shall comply with the following regulations.

(1) They shall present a written petition to the Dean of Women or the Dean of Men setting forth the character and object of the organization, signed by those who are to be regarded as charter members.

(2) They shall agree to maintain an accurate roll of officers and members in the files of the Dean of Women or the Dean of Men.

(3) If at any time such a fraternity or sorority should contemplate petitioning an intercollegiate society for a charter to establish a chapter at this University, it shall first obtain the consent of the Dean of Women or the Dean of Men.

270. Regulations. The following regulations apply to all fraternities and sororities of the University, whether local or intercollegiate:

1. *Membership Lists.* A correct list of all active and pledged members together with chapter-house residents shall at all times be kept in the files of the Dean of Women or the Dean of Men.

2. *Initiations.* No student of this University may be initiated by a fraternity or sorority, until an eligibility certificate shall have been obtained from the Registrar by the proper official of the society. The Registrar shall preserve a file of all rulings.

No fraternity or sorority may initiate any student until the candidate has fulfilled the following requirements:

(a) He shall have been in residence at the University for two Quarters and registered for the third. He shall have credit for at least thirty hours of academic work with a point hour ratio of at least 2.3. If he cannot meet this requirement, he may be initiated during his fourth Quarter of residence upon receiving credit for forty hours of academic work, if he is not on probation.

(b) No student may be initiated during the Summer Quarter.

(c) For a student entering the University with advanced standing, the requirements for initiation shall be at least 40 hours college credit of which fifteen or more shall have been attained in this University with a 2-point average, residence for one Quarter, and registration for the second Quarter.

3. *Pledging.* A fraternity or sorority shall not pledge a student to membership until the requirements for registration in the University shall have been fulfilled.

4. *Residence in Fraternity Houses.* During any academic session, except the Summer Quarter, only those students who are members of the organization in question and enrolled during the current Quarter may room in the chapter house. Chapters whose members during the preceding year have maintained a scholarship of not less than 2 points per hour on all work recorded on their record cards may have pledged freshmen or other pledged members room in the chapter house.

5. *Residence in Sorority Houses.* During any academic session, except the Summer Quarter, only women students who are members of the organization and enrolled during the current Quarter, are allowed to room in the chapter houses.

Upon petition, the dean of Women may permit upper division pledges to live in any chapter house during the Autumn Quarter preceding initiation.

XXVIII. STUDENT SOCIAL FUNCTIONS AND SOCIAL ENTERTAINMENTS

272. *Student Social Functions.* The Dean of Women or the Dean of Men shall have supervision of student social functions and entertainments.

No student organization shall arrange for, hold, or be included in any social entertainment either on or off the Campus, without having obtained permission of the Dean of Women or the Dean of Men. All such functions shall conform to the regulations established by the Council on Student Affairs, and shall be held only with the approval of the Dean of Women or the Dean of Men. This rule shall also apply to informal dances and entertainments held in fraternity houses or private residences.

Meetings of department clubs and similar organizations, recognized as such by the Dean of Women or the Dean of Men, which do not hold later than 9:30 p. m., shall not rank as social functions.

Social functions and amusements shall be held on Friday or Saturday nights only, or on the night preceding a holiday (not a half holiday) and shall close not later than 1:00 a. m. on Friday, and 11:55 p. m. on Saturday, unless permission to close at a later specified hour has been granted by the Council on Student Affairs. No parties are to be held on Friday of examination week. The time for serving refreshments must be included within the hours specified.

All such functions at which both men and women are present must be chaperoned during the entire evening, and the names and addresses of the chaperons must be registered with the Dean of Men and approved by him. Married persons who are still students, or persons who have been students very recently will not be approved as chaperons.

Social affairs during recesses must be registered in the usual way.

The appointment of chairmen of class social committees shall be subject to the approval of the Dean of Men.

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Upon motion of Mr. Stone, seconded by Mr. Laybourne, the revised Rules and Regulations of the University Faculty as amended above were unanimously approved, effective at the opening of the Autumn Quarter except as specifically noted in the rules.

* * * * *

The President presented the following recommendation:

That a committee consisting of the chairman of the Board of Trustees, Egbert H. Mack, the Vice-President, J. L. Morrill, the Director of the News Bureau, J. E. Pollard, and the President, be authorized to study the financial conditions and management of the University daily paper—The Lantern—and to reorganize the business and the control so as to put it on a paying basis so far as possible, and that the committee be given power to act and to report their action to the Board of Trustees at the October meeting for information and record.

Upon motion of Mr. Laybourne, seconded by Mrs. Paterson, the above recommendation of the President was upon roll call unanimously approved.

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The Secretary presented the report of annual examination of Ohio State University as prepared by the Bureau of Inspection and Supervision of Public Offices for the year ending June 30, 1932.

This report was received and ordered filed.

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The Secretary presented to the Board a letter from the Attorney General under date of August 17, 1932, in re the examination of abstract of title and deed to Lot No. 41 in R. P. Woodruff's Subdivision, which the University proposes to purchase from Mr. Samuel F. Smith.

After considering the opinion offered by the Attorney General, the Secretary was, upon motion of Mrs. Paterson, seconded by Mr. Laybourne, unanimously instructed to advise the Auditor of State that the Board of Trustees of the University directs that the purchase be concluded.

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The Secretary reported that in accordance with the action taken by the Board on August 6, 1931, the Business Manager has proceeded with the study of the Bureau of Business Research and the Commerce Extension Division. After repeated conferences, the preliminary reports from each have now been prepared.

In view of the approval by the Board of Trustees at its meeting held August 18th, 1932, of a special committee of the faculty to study the University curricula, etc., and in view of the fact that this committee feels that the Bureau and the Extension work in the College of Commerce fall directly within its field of study, the Secretary

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asked that he be relieved of further work and that the results obtained up to date be turned over to the special faculty committee and that the study be concluded by them.

Upon motion of Mr. Stone, seconded by Mr. Laybourne, the request of the Secretary was upon roll call unanimously approved and he was directed to turn over to the special faculty committee all material which he has accumulated in making the above study.

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Thereupon the Board adjourned to meet on Monday, October 10th, 1932, 9:30 A. M., at the University.

Attest:

(Signed) CARL E. STEEB,
Secretary.

(Signed) HARRY A. CATON,
Acting Chairman.

OFFICE OF THE BOARD OF TRUSTEES
THE OHIO STATE UNIVERSITY

Columbus, Ohio, October 14, 1932.

The Board of Trustees met at Columbus, Ohio, at 3:00 P. M., pursuant to call of the Chairman.

Present: Egbert H. Mack, Chairman, Julius F. Stone, Lawrence E. Laybourne, Herbert S. Atkinson, Mrs. Alma W. Paterson, John Kaiser, and Harry A. Caton. Mr. B. O. Skinner, Director of the State Department of Education, was also present.

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The minutes of the last meeting were approved.

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Upon motion of Mr. Atkinson, seconded by Mr. Laybourne, the following recommendations of the President as presented below, were upon roll call unanimously approved:

Resignations

The following resignations were accepted and the balance cancelled in accordance with the general rule:

Name	Title	Date Effective	Annual Rate
<i>Agricultural Extension</i>			
Wanda Przyluska	Asst. Professor, Home Econ. Exten.	Sept. 6, 1932	3,135.00
Lloyd W. Barnes	Co. Agr. Agent, Gallia County	July 15, 1932	2,200.00
<i>College of Agriculture Ohio Biological Survey</i>			
E. P. Breakey	Assistant	July 1, 1932	150.00
<i>Zoology and Entomology</i>			
Arthur C. Cole, Jr.	Grad. Assistant	Oct. 1, 1932	500.00
Gordon W. Hang	Assistant	Oct. 1, 1932	600.00
<i>College of Arts and Sciences Administration</i>			
Katharine B. Kuhn	Stenographer (half time)	Sept. 30, 1932	480.00
<i>Physics</i>			
Joel J. Rheins	Grad. Assistant	Oct. 1, 1932	500.00
<i>College of Education School Administration</i>			
M. L. Goetting	Assistant	Oct. 1, 1932	450.00
<i>College of Medicine Anatomy</i>			
George Rice	Stud. Assistant	Oct. 1, 1932	300.00
<i>Medicine</i>			
John H. Mitchell	Assistant	July 1, 1932	300.00
Carl J. Ochs	Assistant	July 1, 1932	100.00
<i>Physiological Chemistry</i>			
Hugh C. Thompson	Assistant	Oct. 1, 1932	1,000.00
<i>Starling-Loving Hospital</i>			
Helen Knicely	General Duty Nurse	Sept. 15, 1932	1,200.00
Margaret L. Porter	Technical Assistant	Oct. 1, 1932	1,080.00
Florence B. Jones	Stenographer	Sept. 30, 1932	1,080.00
William Robinson	Diet Kitchen Helper	Aug. 31, 1932	720.00
Arlice McEdwards	Pastry Cook	Sept. 10, 1932	720.00
<i>President's Division Military Science</i>			
Capt. Bryan L. Davis	Asst. Professor	Oct. 1, 1932	250.00
Capt. John M. Wayne	Asst. Professor	Oct. 1, 1932	250.00

*Administrative Division
Stores & Receiving*

Edith Hoisington	Clerk	Sept. 15, 1932	1,020.00
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*Physical Plant
Police & Watchmen*

Thomas Bortle	Nightwatchman (retired)	Sept. 30, 1932	360.00
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(Mr. Bortle died September 9, 1932)

Janitors

M. S. Harvey	Elevator Operator (retired)	Sept. 30, 1932	360.00
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(Mr. Harvey died September 22, 1932)

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Appointments

The following appointments were approved and the necessary amount appropriated to meet the salaries in accordance with the general rule:

Name	Title	Effective	Quarters	Annual Rate
<i>Agricultural Extension</i>				
Raub H. Simon	Instructor in Soils— Extension	Sept. 1, 1932		360.00 for 10 mos.
Paul Zwerman	Assistant in Soils— Extension	Sept. 1, 1932		600.00
Lester J. Miller	County Agr. Agent Warren County	Oct. 1, 1932		2,400.00
<i>College of Agriculture Administration</i>				
Lyman E. Jackson	Assistant in Survey Course	Au. Qr.	Au.	300.00 period
<i>Home Economics</i>				
Cora Wecht	Grad. Assistant	Au. Qr.	Au. Wi. Sp.	500.00
(Salary to be paid from Rotary Fund of Pomerene Hall Cafeteria)				
Mary Mumford	Instructor (part time)	Oct. 1, 1932 for 4 mos.		600.00 period

(Salary to be paid as follows:

\$ 46.88 per mo. for four months—University salary budget
103.12 per mo. for four months from Rotary Fund of
Home Economics Nursery School)

Zoology and Entomology

Hubert G. Guy	Assistant	Oct. 1, 1932	Au. Wi.	600.00 period
Carl E. Venard	Grad. Assistant	Oct. 1, 1932	Au. Wi. Sp.	500.00

*College of Arts and Sciences
Administration*

Dorothy MacWatters	Stud.—Stenographer	Oct. 1, 1932		480.00
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Geology

Robert O. Hergert	Stud. Assistant	Oct. 1, 1932	Au. Wi. Sp.	100.00
Ralph B. Senseman	Stud. Assistant	Oct. 1, 1932	Au. Wi. Sp.	100.00

History

Bernard Levitin	Reader	Oct. 1, 1932	Au. Wi. Sp.	218.75
Louis Kaplan	Reader	Oct. 1, 1932	Au. Wi. Sp.	218.75
E. O. Purtee	Reader	Oct. 1, 1932	Au. Wi. Sp.	218.75
Katherine Aikin	Reader	Oct. 1, 1932	Au. Wi. Sp.	218.75

Phonetics

Jack C. Cotton	Part-time Asst.	Au. Qr.	Au. Wi. Sp.	800.00
Charles H. Voelker	Part-time Asst.	Au. Qr.	Au. Wi. Sp.	100.00

*College of Commerce and Administration
Sociology*

John S. Kegg	Assistant	Oct. 1, 1932	Au. Wi. Sp.	900.00
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*College of Education
Administration*

Janet Wood	Stenographer	Sept. 12, 1932		1,140.00
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<i>Bureau of Educational Research</i>				
Fred Frutchey	Research Assoc.	Nov. 1, 1932	Su.Au.Wi.Sp.	No sal.
<i>Fine Arts</i>				
Anita Landacre	Grad. Assistant	Oct. 4, 1932	Au.Wi.Sp.	500.00
Ray Faulkner	Part-time Instr.	Oct. 1, 1932	Au.Wi.Sp.	No sal.
Mary E. Albright	Assistant	Oct. 1, 1932	Au.Wi.Sp.	No sal.
<i>School Administration</i>				
James W. Irvine	Assistant	Oct. 1, 1932	Au.Wi.Sp.	450.00
<i>University School</i>				
Robert O. Roseler	Assoc. Professor (part time)	Oct. 1, 1932	Au.Wi.Sp.	750.00
John W. Wilce	Part-time School Physician	Oct. 1, 1932	Au. Sp.	250.00
A. Sophie Rogers	Part-time School Physician	Oct. 1, 1932	Au.Wi.	270.00
<i>College of Engineering</i>				
<i>Applied Optics</i>				
S. M. Steele	Superintendent of Optical Dispensary	Oct. 1, 1932	Au.Wi.Sp.	1,000.00
William A. Sherrard	Assistant	Jan. 1, 1933	Wi.Sp.	600.00
(The above salaries are to be paid from Rotary No. 7080)				
H. F. Haines	Clinical Asst.	Oct. 1, 1932	Au.Wi.Sp.	900.00
(Salary to be paid as follows: \$300.00 from A-1, balance from Rotary No. 7030)				
<i>Broadcasting Station</i>				
Paul G. Fritschel	Asst. Operator	Oct. 1, 1932, to July 1, 1933		450.00
C. Wilbert Pettegrew	Asst. Announcer	Oct. 1, 1932, to July 1, 1933		450.00
<i>Chemical Engineering</i>				
Paul L. Patton	Assistant	Oct. 1, 1932	Au.Wi.Sp.	100.00
Charles Choi	Assistant	Oct. 1, 1932	Au.Wi.Sp.	100.00
Joseph D. Parent	Assistant	Oct. 1, 1932	Au.Wi.Sp.	100.00
H. L. Sittler	Assistant	Oct. 1, 1932	Au.Wi.Sp.	100.00
Edward G. Yee	Assistant	Oct. 1, 1932	Au.Wi.Sp.	100.00
Ralph N. Gibbs	Assistant	Oct. 1, 1932	Au.Wi.Sp.	100.00
Ivan Planck	Assistant	Oct. 1, 1932	Au.Wi.Sp.	100.00
<i>Engineering Drawing</i>				
John M. Russ	Assoc. Professor	Au. Qr.	Au.Wi.Sp.	3,192.00
Roy E. Smith	Stud. Assistant	Au. Qr.	Au.Wi.Sp.	300.00
John E. Batterson	Stud. Assistant	Au. Qr.	Au.Wi.Sp.	300.00
Paul E. Machovina	Stud. Assistant	Au. Qr.	Au.Wi.Sp.	250.00
F. Gilbert Baechle	Stud. Assistant	Au. Qr.	Au.Wi.Sp.	300.00
Eugene B. Nahuie	Stud. Assistant	Au. Qr.	Au.Wi.Sp.	300.00
<i>College of Medicine</i>				
<i>Anatomy</i>				
Morris B. Guthrie	Stud. Assistant	Oct. 1, 1932	Au.Wi.Sp.	300.00
<i>Medicine</i>				
Oscar L. Coddington	Assistant	July 1, 1932	Su.Au.Wi.Sp.	100.00
Thomas E. Rardin	Assistant	July 1, 1932	Su.Au.Wi.Sp.	200.00
Timothy Lehman, Jr.	Assistant	July 1, 1932	Su.Au.Wi.Sp.	200.00
(The above salaries to be payable quarterly)				
<i>Physiological Chemistry</i>				
Sam Rosenfeld, Jr.	Grad. Assistant	Au. Qr.	Au.Wi.Sp.	500.00
Edwin J. Fellows	Grad. Assistant	Au. Qr.	Au.Wi.Sp.	500.00
<i>Starling-Loving Hospital</i>				
Verna Bowyer	Follow-up Nurse and Clinical Patient Supervisor	Oct. 1, 1932		1,800.00
Lucille Kester	Gen. Duty Nurse	Sept. 16, 1932		840.00
Hazel Ryan	Stenographer	Oct. 1, 1932		960.00
William Harold Rauch	Diet Kitchen Helper	Sept. 7, 1932		720.00

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College of Pharmacy

Robert C. Innis	Part-time Asst.	Au. Qr.	Au. Wi. Sp.	200.00
Raymond M. Royle	Part-time Asst.	Au. Qr.	Au. Wi. Sp.	200.00
Karl L. Kauffman	Stud. Assistant	Au. Qr.	Au. Wi. Sp.	200.00
Harry P. Ulicny	Stud. Assistant	Au. Qr.	Au. Wi. Sp.	200.00

Graduate School

Ema Gonzalez	Pan-American Scholar	Oct. 1, 1932	Au. Wi. Sp.	800.00
(Salary to be paid from money deposited in the office of the Business Manager by the Ohio Federation of Women's Clubs)				

Ralph Alden Loring	Honorary Fellow	Oct. 1, 1932	Au. Wi. Sp.	No sal.
L. A. Parker	Honorary Fellow	Oct. 1, 1932	Au. Wi. Sp.	No sal.
Joe W. Howland	Honorary Fellow	Oct. 5, 1932	Au. Wi. Sp.	No sal.
Ernest L. Bowman	Honorary Fellow	Oct. 1, 1932	Au. Wi. Sp.	No sal.
Lucile D. Smith	Honorary Fellow	Oct. 1, 1932	Au. Wi. Sp.	No sal.
A. W. Bosworth	Honorary Fellow	Oct. 1, 1932	Au. Wi. Sp.	No sal.
George Zinzalian	Honorary Fellow	Oct. 1, 1932	Au. Wi. Sp.	No sal.
Walter W. Braun	Engr. Exp. Sta. Fellow	Oct. 1, 1932	Au.	125.00 period

(Salary to be paid from Engr. Exp. Station Fund F-9)

Solomon F. Whirl	Boiler Feedwater Fellow	Oct. 1, 1932	Au.	255.00 period
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(Salary to be paid by the American Society of Mechanical Engineering Rotary Fund 7028)

*President's Division**Athletics*

Mrs. Wanda Knox	Stenographer	Sept. 24, 1932		960.00
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*Administrative Division**President's Office*

Mary E. Frame	Temp. Assistant	Oct. 10, 1932		110.00 mo.
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(To assist the Committee on University Courses, Activities and Program)

Dean of Men's Office

Leota Gibson	Stenographer	Oct. 1, 1932 for 9 mos.		1,080.00
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*Physical Plant**Janitors*

Philip W. Gordon	Janitor	Sept. 1, 1932		1,320.00
*	*	*	*	*

Change in Title

Name	Title—From	To	Effective
<i>College of Engineering</i>			
<i>Metallurgy</i>			
Edwin W. Earhart	Stud. Assistant	Grad. Assistant	Oct. 1, 1932
*	*	*	*

Changes in Salary

Name	Title	Effective	From	To
<i>College of Medicine</i>				
<i>Starling-Loving Hospital</i>				
Grace Mason	Teaching Supervisor	Oct. 1, 1932	1,500.00	1,800.00
			and maintenance	
Mary Louise Bone	Dietitian	July 1, 1932	1,920.00	2,220.00
(Increases in salary to be paid from University Hospital Rotary Fund)				
<i>President's Division</i>				
<i>Physical Education for Men</i>				
Leo G. Staley	Instructor	Oct. 1, 1932	2,470.00	2,970.00
<i>Athletics</i>				
Leo G. Staley	Instructor	Oct. 1, 1932	500.00	No sal.
<i>University Press</i>				
Irwin G. Stein	Linotype Machinist-Operator	Oct. 1, 1932	225.33 mo.	1.08 hr.
*	*	*	*	*

*Miscellaneous
Recommendations*

That the following travel be authorized, subject to the approval of the State Emergency Board, expense to the State to include railroad fare and pullman only:

Agricultural Extension

H. C. Ramsower, Director, to attend the annual meeting of the Land Grant College Association in Washington, D. C., November 13-16, 1932. (Railroad and pullman expenses to be paid from Agricultural Extension funds.)

That the quarters of service of Laura Zirbes, Professor in the Department of Principles of Education, be changed from Summer, Autumn, and Spring to First term Summer, Autumn, and Spring for the year 1932-1933.

That the quarters of service of Daniel M. Shonting, Instructor in the Department of Accounting, be changed from the Autumn, Winter, and Spring to the Winter and Spring 1932-1933 and Summer of 1933.

That the quarters of service of Charles Scott Berry, Director of the Bureau of Special Education, be changed from Summer, Autumn, Winter, and Spring to Summer, Winter, and Spring for the year 1932-1933.

That the quarters of service of Richard T. Stevens, Assistant in the Department of Economics, be changed from the Autumn, Winter, and Spring to the Autumn and Spring for the year 1932-1933.

That the quarters of service of John D. Blanchard, part-time Instructor in the Department of Economics, be changed from Autumn, Winter, and Spring to the Autumn and Spring for the year 1932-1933.

That Margie Hoffman, Stenographer in the office of the Dean of Men, be granted a leave of absence without salary, effective October 1, 1932, for nine months.

That the salary of Margaret Smith Millar, Head Teacher (Frambes Avenue Building), University School, amounting to \$1500.00 be paid as follows: \$1000.00 from fees received from children in elementary grades; the balance—\$500.00— to be paid from the High School salary budget.

That Michael F. Cooney, Janitor, be granted part-time salary of Thirty (\$30.00) Dollars per month from October 1, 1932, to July 1, 1933, same to be paid out of the unused balance of the retirement pay as set up in the budget for Thomas Bortle, deceased.

That One Hundred Dollars be appropriated from A-1 funds for clerical service required by the Committee created by the Board of Trustees for the study of the non-academic personal service of the University.

That there be appropriated from the Student Medical Service and Student Activities Fund \$126.00 to provide gates, tables, and other facilities at the new Physical Education Building for student activities which will be carried on in that place from time to time through the year.

That the list of Short Courses in the College of Agriculture authorized with fees on May 23, 1932, be changed to permit the Cannery School to be held for one day only instead of the three days, February 14, 15, and 16, previously approved, and that the fee of \$2.00 be cancelled. This change is proposed to permit the cannery to come and go in one day and since the College will furnish the leaders for the session there will be no need for the fee.

That there be cancelled the following budget items previously authorized for the college year 1932-1933:

Department of Chemistry—student assistant.....	\$ 250.00
Department of Geology—4 student assistants.....	400.00
Department of Mathematics—assistants.....	750.00
Department of Accounting—one reader.....	100.00
Department of Business Organization—Lecturer.....	250.00
School of Social Administration—2 assistants.....	1,600.00
Bureau of Educational Research—assistant.....	500.00
Department of Chemical Engineering—assistant.....	200.00
Department of Engineering Drawing—assistants.....	600.00
Department of Metallurgy—assistant.....	270.00
Department of Military Science—cadet officers.....	2,900.00
Department of Romance Languages—assistant.....	1,000.00
Department of Physics—graduate assistant.....	500.00
Dental Clinic—Rotary—technical assistant.....	200.00
	\$9,520.00

Each department has signified its ability and entire willingness to dispense with the assistants and funds noted during the current college year. The cordial cooperation of the departments is deeply appreciated.

That the Athletic Board be designated as agent of the Board of Trustees for making financial arrangements with broadcasting stations outside of the University to broadcast football games and to arrange with such stations for the necessary expense of such broadcasts, and that the Athletic Board handle the accounting for any monies involved in the transaction. This arrangement is recommended as the most effective plan to continue for this year the broadcasting of football games.

In accordance with the action of the Board of Trustees of August 18, 1932, a further study has been made to determine the allocation of the balance of \$120,000.00 reduction in the appropriation, ordered by the Director of Finance.

It is recommended that the following amounts be released in Personal Service:

A-1 Salaries	\$66,540.25
A-2 Wages	8,000.00
Total.....	\$74,540.25

The status at the present time is as follows:

5 per cent Reduction.....	\$183,000.00
Amount already certified from Maintenance	\$63,000.00
Above proposal	74,540.25
	137,540.25
Still lacking.....	\$ 45,459.75

In order to carry out the above proposal with respect to A-1 Salaries, it is recommended that certain salaries which are now paid from A-1 be transferred for the months of October, November, and December to Rotary Funds as detailed below. These salaries amount to \$44,540.25.

It is further recommended that \$22,000.00 be set aside from the Interest on Endowment to pay salaries to December 31, 1932.

*Detail of Salaries to be transferred from A-1 Salaries
to Rotary Funds*

Summary

Animal Husbandry	\$ 975.00
Dairy Technology	3,213.00
Dentistry	8,322.00
Applied Optics	650.00

Starling-Loving Hospital	2,400.00
Veterinary Medicine	3,417.00
Graduate School	4,237.50
Student Activities and Medical Service.....	13,526.75
Mailing Department	1,665.00
Stores and Receiving	3,749.00
Hospital Stores	2,385.00

Total.....\$44,540.25

	October	November	December	Total
<i>Animal Husbandry—Farm Rotary</i>				
Ray Garrett	\$ 120.00	\$ 120.00	\$ 120.00	
Cecil Bayes	105.00	105.00	105.00	
B. L. Cunningham	100.00	100.00	100.00	
	\$ 325.00	\$ 325.00	\$ 325.00	\$ 975.00
<i>Dairy Technology—Farm Rotary</i>				
R. B. Stoltz	\$ 386.00	\$ 386.00	\$ 386.00	
L. H. Burgwald	317.00	317.00	317.00	
J. H. Erb	278.00	278.00	278.00	
J. O. Kimbrough	90.00	90.00	90.00	
	\$ 1,071.00	\$ 1,071.00	\$ 1,071.00	\$ 3,213.00
<i>Dentistry—Dental Clinic</i>				
H. M. Semans	\$ 563.00	\$ 563.00	\$ 563.00	
H. V. Cottrell	386.00	386.00	386.00	
Irwin A. Bottenhorn.....	386.00	386.00	386.00	
William C. Graham	386.00	386.00	386.00	
Paul C. Kitchen	278.00	278.00	278.00	
Clyde H. Hebble	141.00	141.00	143.00	
R. B. Wiltberger	83.00	83.00	84.00	
Earl G. Jones	83.00	83.00	84.00	
Herbert S. Shumway	150.00	150.00	150.00	
Louis E. Reif	125.00	125.00	125.00	
Victor L. Steffel	100.00	100.00	100.00	
Frank C. Starr	91.00	91.00	93.00	
	\$ 2,772.00	\$ 2,772.00	\$ 2,778.00	\$ 8,322.00
<i>Applied Optics</i>				
Clarence R. Ellis	\$ 216.00	\$ 216.00	\$ 218.00	\$ 650.00
<i>Starling-Loving Hospital</i>				
Olive Laird	\$ 100.00	\$ 100.00	\$ 100.00	
Esther Swendel	100.00	100.00	100.00	
Mary Anderson	100.00	100.00	100.00	
Olwen Evans	100.00	100.00	100.00	
Gladys Rank	100.00	100.00	100.00	
Anna May LeValley	100.00	100.00	100.00	
Wanda Harper	100.00	100.00	100.00	
Rose Kiener	100.00	100.00	100.00	
	\$ 800.00	\$ 800.00	\$ 800.00	\$ 2,400.00
<i>Veterinary Medicine—Veterinary Clinic</i>				
W. F. Guard	\$ 501.00	\$ 501.00	\$ 501.00	
Walter R. Krill	238.00	238.00	238.00	
Renna White	100.00	100.00	100.00	
Alice Moore	100.00	100.00	100.00	
E. L. Clements	100.00	100.00	100.00	
John H. Knapp	100.00	100.00	100.00	
	\$ 1,139.00	\$ 1,139.00	\$ 1,139.00	\$ 3,417.00
<i>Graduate School</i>				
William McPherson	\$ 675.00	\$ 675.00	\$ 675.00	
Alice Moran	187.00	187.00	188.50	
Catherine Murphy	100.00	100.00	100.00	
Grace Moran	83.00	83.00	84.00	
William M. Barrows, Jr....	33.00	33.00	34.00	
Stanley J. Carpenter	33.00	33.00	34.00	
Esther L. Grant	33.00	33.00	34.00	
David T. Griggs	33.00	33.00	34.00	

Newton D. Holbrook.....	33.00	33.00	34.00
Helmut E. L. Kohnke.....	33.00	33.00	34.00
LeFever M. Lee	33.00	33.00	34.00
Marjorie Leffler	33.00	33.00	34.00
Kenneth P. Miller	33.00	33.00	34.00
Francis J. Robichaux	33.00	33.00	34.00
Samuel M. Steward	33.00	33.00	34.00

\$ 1,408.00	\$ 1,408.00	\$ 1,421.50	\$ 4,237.50
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Student Activities and Medical Service

J. W. Wilce	\$ 110.00	\$ 110.00	\$ 110.00
Harlan G. Metcalf	317.00	317.00	317.00
Samuel H. Cobb	292.00	292.00	294.75
Darwin Hindman	278.00	278.00	278.00
Walter E. Duffee	197.00	197.00	199.75
H. S. Wood	197.00	197.00	199.75
Shirley Armstrong	213.00	213.00	213.00
Katharine Hersey	278.00	278.00	278.00
Gladys Palmer	256.00	256.00	256.00
Charlotte Winnemore	154.00	154.00	154.00
Esther Gilman	216.00	216.00	218.00
Margaret Gettinger	80.00	80.00	80.00
Edward S. Drake	41.00	41.00	43.00
Joseph A. Park	357.00	357.00	357.00
Fred J. Milligan	200.00	200.00	200.00
Leota Gibson	90.00	90.00	90.00
Agnes Marshall	70.00	70.00	72.50
Esther Allen Gaw	357.00	357.00	357.00
Grace S. M. Zorbaugh.....	301.00	301.00	301.00
Grace P. Weiss	125.00	125.00	125.00
Mary M. Gordon	85.00	85.00	85.00
Fred Patterson	120.00	120.00	120.00
Freda Cox	90.00	90.00	90.00
Mary Hinchey	80.00	80.00	80.00

\$ 4,504.00	\$ 4,504.00	\$ 4,518.75	\$13,526.75
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Mailing Department—University Publications Rotary

Winifred Emde	\$ 115.00	\$ 115.00	\$ 115.00
Helen Neunherz	70.00	70.00	70.00
G. J. Hoesch	105.00	105.00	105.00
Ernest Ford	115.00	115.00	115.00
Glenn S. Cooper	150.00	150.00	150.00

\$ 555.00	\$ 555.00	\$ 555.00	\$ 1,665.00
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Stores and Receiving—Warehouse Rotary

F. E. Jones	\$ 333.00	\$ 333.00	\$ 333.00
Blanche Sullivan	155.00	155.00	155.00
Margaret Schureman	100.00	100.00	100.00
Lucille Moore	85.00	85.00	85.00
James Lawson	150.00	150.00	150.00
Frank Langworthy	116.00	116.00	118.00
Irwen C. Brown	100.00	100.00	100.00
Roy Burgett	100.00	100.00	100.00
Charles F. Reasoner	110.00	110.00	110.00

\$ 1,249.00	\$ 1,249.00	\$ 1,251.00	\$ 3,749.00
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Hospital Stores—Laboratory Supply Rotary

Lowell H. Ruff	\$ 196.00	\$ 196.00	\$ 198.00
Robert H. Bower	153.00	153.00	153.00
Richard McClarren	155.00	155.00	155.00
Dwight Milhorne	90.00	90.00	90.00
Elizabeth Zeier	95.00	95.00	95.00
John E. Swain	100.00	100.00	100.00

\$ 794.00	\$ 794.00	\$ 797.00	\$ 2,885.00
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GRAND TOTALS.....	\$14,838.00	\$14,838.00	\$14,874.25	\$44,540.25
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The sums thus used for Personal Service from the Rotary Funds mentioned shall be regarded as a loan to the University by said Rotary Funds for the purpose indicated, and shall be restored to the credit of these Rotary Funds whenever the legislative appropriations to the University will permit; the University Comptroller shall keep a strict accounting of the transactions relating to these Rotary Funds so that the condition of credit and debit for this purpose may be readily obtained at any time.

The Board of Trustees further expresses its appreciation of the cordial cooperation of the departments concerned in making these Rotary Funds available in the present financial difficulties of the University.

* * * * *

The Chairman now appointed Mr. Atkinson and Mr. Stone to represent the Board of Trustees at the annual meeting of the Association of Governing Boards of State Universities and Allied Institutions to be held in Michigan, November 16-19, 1932.

* * * * *

At this time the following group of ministers appeared before the Board of Trustees to protest the form of application suggested by President Rightmire for the exemption of students from Compulsory Military Training on the grounds of conscientious objection: Rev. Floyd Faust, E. F. Chauncey, G. Siegenthaler, L. P. Speaker, F. G. Coffin, E. Herbert Dutton, Rufus E. Wicker, and George Willets. Others in the group were: Rabbi Lee J. Levinger, Carl Patterson, George Smith, and Howard D. Willits.

The Board took the protest under consideration but took no action at this meeting.

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Thereupon the Board adjourned to meet in the morning at 10:30.

October 15, 1932.

The Board came together at 10:30 A. M., with the same members present as at yesterday's session except Mr. B. O. Skinner of the State Department of Education.

The Secretary reported for purposes of record that in accordance with action of the Board taken at its meeting held January 25, 1932, the Chairman and Secretary of the Board have executed a new lease with the Mid-State Realty Company for the rental of Neil Hall on the basis of a maximum rental of \$30,000.00 per year and for a period of twelve years dated from October 1, 1932; all other conditions in the agreement are the same as in the former agreement.

Upon motion of Mr. Kaiser seconded by Mrs. Paterson, the above reported action of the Chairman and Secretary was upon roll call approved, and the new lease was ordered made a part of the records of this meeting.

LEASE

THIS LEASE, Made this first day of October, 1932, between THE MID-STATE REALTY COMPANY, a corporation of the City of Columbus, County of Franklin and State of Ohio, Lessor, and THE BOARD OF TRUSTEES OF THE OHIO STATE UNIVERSITY of the City of Columbus, County of Franklin and State of Ohio, Lessee,

WITNESSETH: That said Lessor, inconsideration of the rents and covenants hereinafter contained, and by said

Lessee to be paid and performed, hereby Leases to the said Lessee the following described premises situated in the City of Columbus, County of Franklin and State of Ohio, known as "Neil Hall" located at 1634 Neil Avenue, and comprising Lots 5, 6, and 7 of Rhoades University Heights Addition to the City of Columbus; together with all equipment, dishes, furniture and furnishings belonging to said Mid-State Realty Company, which were in said Hall on August 10, 1928, and which are detailed in inventory record dated August 16, 1928; it being understood and agreed that all equipment, dishes, furniture and furnishings therein as shown in the inventory under date of August 16, 1928 above referred to, are to be and remain the property of the lessor and all replacements and substitutions therefor shall become and be the property of the lessor.

TO HAVE AND TO HOLD the same, with the appurtenances, unto the said Lessee, from the first day of October, 1932, for and during the full term of twelve years (12 years) next ensuing, and fully to be completed and ended on the thirtieth day of September, 1944, yielding and paying therefor, during said term the sum of Three Hundred and Sixty Thousand and No/100 Dollars (\$360,000.00) payable as follows: Thirty Thousand Dollars (\$30,000.00) per year, payable Ten Thousand Dollars (\$10,000.00) on the 10th day of October, January, and April of each and every year during the continuance of this lease.

PROVIDED, however, that if said rent, or any part thereof, shall remain unpaid for sixty (60) days after it shall become due, and without demand made therefore; or if said Lessee shall fail to keep and perform any of the terms, agreements and covenants in this Lease on Lessee's part to be kept and performed; it shall be lawful for said Lessor into said premises to re-enter, and the same to have again and repossess as in Lessor's first and former estate; and thereupon this Lease, and everything therein contained on the said Lessor's behalf to be done and performed, shall cease, terminate and be void.

And said Lessee covenants and agrees with said Lessor as follows:

That said Lessee will:

Pay said rents in manner aforesaid, except said premises shall be destroyed or rendered untenable by fire or unavoidable casualty;

Use and occupy said premises in a careful, safe, lawful and proper manner, without waste;

Keep the interior of said premises, and all equipment, dishes, furniture and furnishings therein parts thereof, in as good order, condition and repair as the same now are or may be put, and will so deliver up the same at the termination of this Lease, reasonable use and ordinary wear and tear thereof, and damage by fire and other unavoidable casualty excepted.

Not assign this Lease or underlet said premises or any part thereof, without the written consent of said Lessor;

And said Lessor covenants and agrees with said Lessee as follows:

That said Lessor will assume and pay during the continuance of the lease

1. all taxes and assessments against said property
2. all insurance charges
3. all outside repairs required to keep the property in good condition.

This lease supercedes the lease between the said lessor and lessee dated October 4, 1929.

And said Lessor covenants and agrees with said Lessee, that said Lessee, paying the rents and observing and keeping the covenants of this Lease on Lessee's part to be kept, shall lawfully, peaceably and quietly hold and occupy said premises during said term, without any hindrance or molestation by said Lessor.

The words "Lessor" and "Lessee" wherever used in this Lease shall include the heirs, executors, administrators, successors and assigns of the Lessor and Lessee respectively.

IN WITNESS WHEREOF, The said Lessor and Lessee have hereunto set their hands on the day and year first above written.

Signed and acknowledged in presence of

THE MID-STATE REALTY COMPANY

By (Signed) HARRY V. ANDERSON, *Pres.*

By (Signed) E. S. NOLAND, *Sec'y-Treas.*

(Signed) H. J. HOLLIDAY

(Signed) GERTRUDE L. ACKER

THE BOARD OF TRUSTEES OF

THE OHIO STATE UNIVERSITY

By (Signed) EGBERT H. MACK, *Chairman*

By (Signed) CARL E. STEEB, *Secretary.*

(Signed) JUNE MOORE

(Signed) KATHARINE C. TAYLOR

The State of Ohio, Franklin County, ss.

BE IT REMEMBERED, That on this first day of October, 1932, before me, the subscriber, a Notary Public in and for said County, personally came the above named The Mid-State Realty Company, by Harry V. Anderson and E. S. Noland, and the Board of Trustees of the Ohio State University, by Egbert H. Mack, and Carl E. Steeb, their respective officers, duly authorized by resolutions adopted by the Board of Directors of said Mid-State Realty Company and the Board of Trustees of said Ohio State University, the parties named in the foregoing Lease, and acknowledged the signing of the same to be their voluntary act and deed, for and as the act and deed of said respective corporations for the uses and purposes therein mentioned.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed my official seal on the day and year last aforesaid.

(Signed) R. M. ROYER,

Notary Public, Franklin County, Ohio.

* * * * *

The President now presented for information and record the following plan for the control and operation of *The Lantern* for 1932-

1933, prepared by the Committee in accordance with previous Board action:

The special committee appointed by the Board of Trustees to study the financial condition and management of the University daily paper, *The Lantern*, with power to reorganize the business and the control so as to put it on a paying basis so far as possible, met September 15th, and took the following actions with the approval of the Dean of the College of Commerce and Administration:

1. That the control of and responsibility for the management of *The Lantern* be fixed in James E. Pollard, of the Journalism faculty, with full authority to select such assistants as he may need and to establish such procedures from time to time as may be desirable or necessary.

The provisions of this paragraph will not affect salary contracts for the school year 1932-1933 between the University and the editor and business manager of *The Lantern*, nor will this paragraph authorize any expenditure of University funds appropriated by the Legislature in excess of existing obligations.

2. That the Official Daily Bulletin be combined with *The Lantern* during the Autumn, Winter and Spring quarters.

That copies of *The Lantern* be distributed free through the University Mailing Room by departments to members of the teaching staff through the grade of instructor, and to administrative officers.

That the University, in return, shall pay *The Lantern* to the extent of the previous average outlay for the Bulletin during the Autumn, Winter and Spring quarters, or at the rate of \$150 a month for nine months, beginning with October, 1932.

3. That a general non-returnable laboratory deposit be added for each student registered in one or more courses in Journalism in the amount of \$1 per quarter per student.

That an additional non-returnable laboratory deposit of \$3 per quarter be added for Journalism laboratory courses Nos. 401, 402, 501, 502, 607 and 608.

That these deposits be placed in the Laboratory Supply Store to the credit of *The Lantern*.

That each student in Journalism be supplied with one free copy of each issue of *The Lantern*.

4. That the summer *Lantern* be omitted for the present.

5. That regular reports, as may be necessary or desirable, be supplied to the faculty member in charge of *The Lantern* and through him, at intervals, to the Dean of the College of Commerce and Administration, to the Business Manager of the University, and to the President.

Upon motion of Mr. Laybourne, seconded by Mr. Atkinson, the above action of the special committee was upon roll call unanimously approved and ordered made a part of the records of this meeting.

The Secretary now presented the following letter:

October 4, 1932.

*Mr. Carl E. Steeb, Sec'y.
Board of Trustees
Ohio State University
Columbus, Ohio.*

Dear Sir:

The mortgage loan for \$17,000.00 bearing 6% interest on property 1704-1712 North High Street, payable to The Ohio State University, was due on September 30, 1932. We would like to have an extension of this loan for a period of two years at the same rate of interest, 6%. We are writing you regarding this so that you may present it before the proper authorities for their action.

Yours very truly,

CHEEK BROTHERS

By (Signed) R. W. CHEEK.

Upon motion of Mr. Kaiser, seconded by Mr. Laybourne, the above request was upon roll call unanimously approved, and the Secretary was directed to have proper papers executed to extend this loan for a period of two years at the same rate of interest, 6%.

The Secretary reported that on March 7, 1932, the Board authorized a request to be made of the State Emergency Board for periodicals and continuations at the University Library, in amount of \$20,500.00. The Emergency Board at its meeting held March 15th granted an emergency allowance of \$8,000.00 to cover subscriptions and continuations falling due May 1st to July 1st. This allowance was granted with the understanding that the University would request an additional allowance in October to cover subscriptions due at that time.

Upon motion of Mr. Stone, seconded by Mrs. Paterson, the Secretary was unanimously directed to request of the State Emergency Board an allowance of \$7,500.00 to cover payments due October 1st.

Thereupon the Board adjourned to meet on Saturday, October 29th, 1932, 9:30 A. M., at the University.

Attest:

(Signed) CARL E. STEEB,
Secretary.

(Signed) EGBERT H. MACK,
Chairman.

OFFICE OF THE BOARD OF TRUSTEES
THE OHIO STATE UNIVERSITY

Columbus, Ohio, October 29, 1932.

The Board of Trustees met at Columbus, Ohio at 9:30 A. M., pursuant to adjournment.

Present: Herbert S. Atkinson, Vice-Chairman, Lawrence E. Laybourne, John Kaiser, and Harry A. Caton.

* * * * *

The minutes of the last meeting were approved.

* * * * *

Upon motion of Mr. Caton, seconded by Mr. Laybourne, the following recommendations of the President, as presented by Mr. G. W. Eckelberry, were upon roll call unanimously approved:

Resignations

The following resignations were accepted and the balance cancelled in accordance with the general rule:

Name	Title	Date Effective	Annual Rate
<i>Agricultural Extension</i>			
H. S. Lewis	Co. Agr. Agent, Pickaway County	Oct. 15, 1932	4,500.00
<i>College of Commerce and Administration</i> <i>Bureau of Business Research</i>			
Helen Leydorf	Stenographer	Oct. 11, 1932	960.00
<i>Geography</i>			
Harold E. Stewart	Reader	Oct. 1, 1932	150.00
<i>College of Medicine</i> <i>Starling-Loving Hospital</i>			
Julia Ann Macklin	Janitress	Aug. 15, 1932	600.00
Sadie Atkins	Diet Kitchen Helper	Sept. 30, 1932	660.00
Frank H. Baker	Orderly	Oct. 31, 1932	720.00
*	*	*	*

Appointments

The following appointments were approved and the necessary amount appropriated to meet the salaries in accordance with the general rule:

Name	Title	Effective	Quarters	Annual Rate
<i>College of Arts and Sciences</i> <i>Bacteriology</i>				
Paul White	Assistant	Au. Qr.	Au.	100.00 period
Louis J. Katonak	Assistant	Au. Qr.	Au.	100.00 period
<i>College of Commerce and Administration</i> <i>Geography</i>				
Robert N. Nelson	Reader	Au. Qr.	Au. Wi. Sp.	150.00
<i>College of Education</i> <i>University School</i>				
Beatrice Perham	Accompanist and Asst., Music and Physical Education	Au. Qr.	Au. Wi. Sp.	279.00 period

(Payable in nine monthly installments from Elementary School Fees)

<i>College of Medicine</i> <i>Starling-Loving Hospital</i>				
Ivala Bailey	Janitress	Oct. 1, 1932		600.00
Edward Martin	Diet Kitchen Helper	Oct. 10, 1932		660.00
Sadie Atkins	Pastry Cook	Oct. 1, 1932		720.00

<i>Graduate School</i>					
Edward G. Punke		Honorary Fellow	Au. Qr.	Au.Wi.Sp.	No salary
*	*	*	*	*	*

*Miscellaneous
Recommendation*

That the Crop Protection Institute Fellowship established through the National Research Council and endorsed by the Department of Zoology and Entomology and the Graduate School be recognized and approved, and that Edward Paul Breakey be appointed to said Fellowship at a stipend of \$1350.00 for nine months beginning October 1, 1932, to be paid directly by the Crop Protection Institute to Mr. Breakey.

This Fellowship is created for the purpose of conducting research experiments with insecticides under the direction of Professor Dwight M. DeLong of the Department of Zoology and Entomology.

* * * * *

Satisfactory evidence having been presented that the original diploma had been destroyed by fire, it was, upon motion of Mr. Laybourne, seconded by Mr. Caton, ordered by unanimous vote that a duplicate diploma be granted to Frank John Hodoski, M.D., June 12, 1928.

* * * * *

The Secretary presented for record the following letter received from the Director of Finance:

October 19, 1932.

Mr. Carl E. Steeb, Secretary
The Ohio State University
Columbus, Ohio

Dear Sir:

At a meeting of the Emergency Board held on the above date, the Board considered your request of October 15, 1932, and granted the following allowance from the funds appropriated to the Emergency Board in H. B. No. 624 for the year 1932:

Ohio State University

\$7,500 to G-31, Capital Equipment, Library Books

Very truly yours,

(Signed) HOWARD L. BEVIS,
President, Emergency Board.

* * * * *

Thereupon the Board adjourned to meet on Friday, November 11th, 1932, 2:30 P. M., at the University.

Attest:

(Signed) CARL E. STEEB, (Signed) HERBERT S. ATKINSON,
Secretary. *Vice-Chairman.*

OFFICE OF THE BOARD OF TRUSTEES
THE OHIO STATE UNIVERSITY

Columbus, Ohio, November 11, 1932.

The Board of Trustees met at Columbus, Ohio, at 2:30 P. M., pursuant to adjournment.

Present: Egbert H. Mack, Chairman, Julius F. Stone, Lawrence E. Laybourne, Herbert S. Atkinson, and John Kaiser.

* * * * *

The minutes of the last meeting were approved.

* * * * *

Upon motion of Mr. Stone, seconded by Mr. Kaiser, the following recommendations of the President, as presented below, were upon roll call unanimously approved:

Resignations

The following resignations were accepted and the balance cancelled in accordance with the general rule:

Name	Title	Date Effective	Annual Rate
<i>College of Engineering</i> <i>Photography</i>			
Charles T. Moore	Assistant	Oct. 31, 1932	1,500.00
<i>College of Medicine</i> <i>Starling-Loving Hospital</i>			
Sarah Landers	Diet Kitchen Helper	Oct. 28, 1932	720.00
* * * * *			

Appointments

The following appointments were approved and the necessary amount appropriated to meet the salaries in accordance with the general rule:

Name	Title	Effective	Quarters	Annual Rate
<i>College of Agriculture</i> <i>Horticulture and Forestry</i>				
R. B. Thornton	Assistant	Nov. 1 to Dec. 13, 1932		55.00 month
<i>College of Education</i> <i>Bureau of Educational Research</i>				
Elizabeth Watson (Salary payable from Payne Fund)	Res. Associate	Nov. 1, 1932		2,875.00
<i>Practical Arts and Vocational Education</i>				
Lloyd L. Jones	Asst. Professor	Sp. Qr.	Sp.	400.00 period
Ernest L. Bowman	Asst. Professor	Sp. Qr.	Sp.	250.00 period
<i>College of Medicine</i> <i>Starling-Loving Hospital</i>				
Alice M. McCarty	Asst. Operating Room Supervisor	Nov. 1, to Nov. 20, 1932 inclusive		125.00 month
<i>Graduate School</i>				
James L. Hupp	Honorary Fellow	Nov. 1, 1932	Au.Wi.Sp.	No salary
<i>Physical Plant</i> <i>Janitors</i>				
William Distelzweig	Janitor	Nov. 2, 1932, for 2 months		110.00 month
* * * * *				

Change in Title

Name	Title—From	To	Effective
<i>Physical Plant</i>			
<i>Light, Heat, and Power—Generation</i>			
Joseph F. Dill	Fireman	Engineer	Nov. 3, 1932
(Title changed per order of the State Civil Service Commission)			
*	*	*	*

*Miscellaneous
Recommendations*

That the following travel be authorized, subject to the approval of the State Emergency Board, expense to the State to include railroad fare and pullman only:

College of Agriculture

John F. Cunningham, Dean, to attend the annual meeting of the Association of Land Grant Colleges and Universities, in Washington, D. C., November 14-16, 1932.

E. L. Dakan, Professor in the Department of Poultry Husbandry, to attend the Student Poultry Judging Contest, in Chicago, Illinois, November 23-26, 1932. (To be paid from Farm Rotary).

That the quarters of service of Gertrude Robinson, Instructor in the Department of English, be changed from Autumn, Winter, and Spring to Winter, Spring, and Summer, 1933.

That the quarters of service of Donald W. Riley, Instructor in the Department of English, be changed from Summer, Autumn, Winter, and Spring to the Summer, Autumn, and Winter for the year 1932-1933.

That the title of Captain Paul A. Barry, Department of Military Science, be changed from Associate Professor, Supply Officer and Adjutant, to Associate Professor, Custodian of Military Property and Adjutant, effective at once.

That Irving Seff be appointed to a scholarship in Dairy Technology, with a stipend of \$100.00, for the Autumn, Winter, and Spring Quarters of the year 1932-1933, to be paid from funds deposited in the office of the Business Manager by Mr. Everitt Antrim.

That Ralph L. Dewey, Assistant Professor in the Department of Economics, be granted a leave of absence, without salary, for the second half of the Autumn Quarter, 1932, for service in the transportation study under the direction of the National Transportation Committee in Washington, D. C. (Mr. Dewey has an October contract and has received one month's pay under this contract. Since he will teach in the Winter and Spring Quarteres and will have rendered one-half quarter of service this Autumn, he will be entitled to ten months' pay between October 1, 1932, and October 1, 1933.)

That Donna Kerst, Assistant Operating Room Supervisor, Starling-Loving Hospital, be granted a leave of absence, without salary, from October 31, 1932, to November 20, 1932, inclusive, for the purpose of taking a post-graduate course in Eye, Ear, Nose, and Throat work at the Jackson Clinic in Philadelphia.

That Arch. F. Thomas, Janitor, Physical Plant, be granted a leave of absence, without salary, from November 1, 1932, to January 1, 1933.

That Joseph Haigh, Laborer in the Department of Horticulture and Forestry, be placed on sick leave for six weeks from November 1 to December 13, 1932, with half salary.

For information and record the death of W. C. George, Check Room Attendant in the University Library for many years, is re-

ported and the removal of his name from the University budget, effective October 31, 1932, is recommended.

* * * * *

The President now presented the Annual Financial Report of the Faculty Club, for information and record, in accordance with the regulations of the Board of Trustees.

* * * * *

At this time Professor Arthur J. Klein and Professor Alpheus W. Smith, members of the special faculty committee appointed to study University Courses, Activities, and Program now appeared before the Board and presented report on the progress of the work of this committee. Professor Carl Wittke, the third member of the committee, was out of the city and so was not able to be present.

* * * * *

President Rightmire presented a report of progress from the special committee appointed by the Board to study the non-academic staff.

* * * * *

The Board, by unanimous action, adopted the following minute which was presented by Mr. Mack, as a testimonial to Dr. William Oxley Thompson, President Emeritus of the University:

The Board of Trustees of the Ohio State University remembers Dr. Thompson's seventy-seventh birthday anniversary on November 5, and is moved to send warmest greetings and most cordial good wishes.

His continuing active interest in public affairs and social welfare and his readiness to carry large responsibilities for the comfort and security of many families endear him to the commonwealth in increasing degree as the years pass. An abiding interest in his life and activities will always be keenly felt by the University community and the members of the Board.

The Board sends felicitations upon the happy occasion and expressions of sincerest goodwill and esteem.

* * * * *

Thereupon the Board adjourned to meet on Monday, December 12th, 1932, 9:30 A. M., at the University.

Attest:

(Signed) CARL E. STEEB,
Secretary.

(Signed) EGBERT H. MACK,
Chairman.

OFFICE OF THE BOARD OF TRUSTEES
THE OHIO STATE UNIVERSITY

Columbus, Ohio, December 12, 1932.

The Board of Trustees met at Columbus, Ohio, at 9:30 A.M., pursuant to adjournment.

Present: Herbert S. Atkinson, Vice-Chairman, Julius F. Stone, Lawrence E. Laybourne, John Kaiser, and Harry A. Caton.

* * * * *

The minutes of the last meeting were approved.

* * * * *

Upon motion of Mr. Kaiser, seconded by Mr. Caton, the following recommendations of the President, as presented below, were upon roll call unanimously approved:

Resignations

The following resignations were accepted and the balance cancelled in accordance with the general rule:

Name	Title	Date Effective	Annual Rate
<i>College of Medicine</i>			
<i>Starling-Loving Hospital</i>			
Ferne B. Shelton	Stenographer	Nov. 30, 1932	1,200.00
<i>Graduate School</i>			
Arthur Weller	Editorial Assistant	Nov. 30, 1932	1,500.00
<i>President's Division</i>			
<i>Library</i>			
Harriet Farrar	Library Assistant	Nov. 19, 1932	1,080.00
*Loa E. Bailey	Librarian—Edu. Lib.	Nov. 30, 1932	2,500.00
<i>Military Science</i>			
1st Lt. Ralph P. Eaton	Assistant Professor	Nov. 1, 1932	250.00
<i>Physical Plant</i>			
<i>Janitors</i>			
Joe Walker	Janitor	Oct. 31, 1932	1,380.00
*	*	*	*

Appointments

The following appointments were approved and the necessary amount appropriated to meet the salaries in accordance with the general rule:

<i>College of Agriculture</i>			
<i>Dairy Technology</i>			
Willard C. Boyer	Instructor, Winter Shirt Course	Feb. 1, 1933 for 1 month	200.00 period
<i>College of Arts and Sciences</i>			
<i>Bacteriology</i>			
John R. Dick	Assistant	Wi. Qr.	Wi.Sp. 750.00 period
Louis J. Katonak	Grad. Assistant	Wi. Qr.	Wi. 100.00 period
Paul White	Stud. Assistant	Wi. Qr.	Wi. 100.00 period
<i>College of Education</i>			
<i>History of Education</i>			
Clarke L. Foster	Instructor	Wi. Qr.	Su.Wi.Sp. 1,800.00 ('33)

(To be paid from appropriation to Professor Anderson, deceased.)

*(Died November 8, 1932.)

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Music

Dale Haven	Part-time Instructor	Wi. Qr.	Wi.Sp.	500.00 period
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Practical Arts and Vocational Education

Hoyt H. London	Departmental Assistant	Wi. Qr.	Wi.Sp.	150.00 period
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*College of Medicine**Pathology*

Roswell S. Fidler	Instructor	Dec. 1, 1932	Su.Au.Wi.Sp.	No Sal.
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Starling-Loving Hospital

John Puppel	Orderly	Nov. 1, 1932		720.00
Edythe B. Shelton	Historian	Dec. 1, 1932		960.00
Marie Richard	Diet Kitchen Helper	Nov. 16, 1932		600.00

Graduate School

Reuben H. Eliassen	Honorary Fellow	Nov. 1, 1932	Au.Wi.Sp.	No Sal.
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*Physical Plant**Light, Heat and Power—Generation*

Harry Wells	Laborer	Nov. 14, 1932 for 7 mos.		1,272.00
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Janitors

William Wolfe	Janitor	Nov. 14, 1932		1,320.00
Wilson A. Ormes	Janitor	Dec. 1, 1932		1,380.00
*	*	*	*	*

Change in Title

Name	Title—From	To	Effective
<i>Physical Plant</i>			
<i>Light, Heat and Power—Generation</i>			
Charles Woodford	Laborer	Fireman (for 7 mos.)	Nov. 14, 1932
(For transfer from Generation to Steamfitters and Plumbers Division.)			
*	*	*	*

Changes in Salary

Name	Title	Effective	From	To
<i>College of Education</i>				
<i>History of Education</i>				
Roscoe H. Eckelberry	Assistant Professor	Wi. Qr.	2,856.00	3,600.00
(Increase to be paid from appropriation to Professor Anderson, deceased.)				
<i>Physical Plant</i>				
<i>Light, Heat and Power—Generation</i>				
J. L. Johnston	Pumpman	Jan. 1, 1933	1,380.00	1,488.00
Harry Wells	Laborer	Jan. 1, 1933	1,272.00	1,380.00
<i>Light, Heat and Power—Steamfitters and Plumbers</i>				
Charles Woodford	Fireman	Nov. 14, 1932	1,272.00	980.00
William Wolfe	Janitor	Jan. 1, 1933	1,820.00	1,844.00
per annum for 7 mos.				

Decreases in salaries, effective January 1, 1933:

*Physical Plant**Engineer's Office*

Charles Feil	Refrigeration Mechanic	2,400.00	2,220.00
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Betterment of Buildings—Carpenters

John Kraner	Foreman (Carpenter)	2,760.00	2,544.00
E. I. Martin	Carpenter	2,280.00	2,100.00
Charles Blesch	Carpenter	2,280.00	2,100.00
W. E. Steel	Carpenter	2,280.00	2,100.00
A. H. Sipple	Carpenter	2,280.00	2,100.00
Harry Fisher	Carpenter	2,280.00	2,100.00

Betterment of Buildings—Painters

Max Lehman	Foreman (Painter)	2,160.00	2,040.00
Earling Howard	Painter	1,800.00	1,716.00

Otis Betts	Painter	1,800.00	1,716.00
James Brain	Painter	1,440.00	1,368.00
L. A. Christian	Painter's Helper	1,400.00	1,332.00

Betterment of Buildings—Tinner

H. R. Johnson	Tinner	2,100.00	1,992.00
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Light, Heat and Power—Generation

W. H. Case	Assistant Chief Engineer	2,220.00	2,124.00
Ross Smeitzer	Maintenance Mechanic	2,160.00	1,800.00
George Nye	Steamfitter-Boilerman	2,160.00	1,992.00
H. P. Cassidy	Boiler Repairman Helper	1,600.00	1,428.00
John O'Rourke	Clerk and Timekeeper (Inspr. of Janitors and Buildings)	1,500.00	1,380.00
William Anderson	Craneman	1,980.00	1,884.00
Thomas Findlay	Crane Helper	1,344.00	1,272.00
Robert Huddleston	Engineer	1,920.00	1,824.00
Charles Dick	Engineer	1,920.00	1,824.00
Joseph Temple	Engineer	1,920.00	1,824.00
Frank Asher	Fireman	1,740.00	1,650.00
Clarence Snider	Fireman	1,740.00	1,650.00
William P. Reed	Fireman	1,740.00	1,650.00
S. Lowery	Fireman-Pumpman	1,740.00	1,650.00
LeRoy V. Roberts	Pumpman	1,380.00	1,272.00
Francy McGinnis	Fireman's Helper	1,344.00	1,272.00
C. L. Mincer	Fireman's Helper	1,344.00	1,272.00
D. Winters	Fireman's Helper	1,344.00	1,272.00
H. J. Roberson	Ashwheeler	1,344.00	1,272.00
Domonic Bennedetto	Ashwheeler	1,344.00	1,272.00
William D. Moody	Ashwheeler	1,344.00	1,272.00
Frank High	Laborer	1,344.00	1,272.00
Norman Thompson	Laborer	1,320.00	1,248.00
Harry Glass	Laborer	1,272.00	1,212.00

Light, Heat and Power—Electricians

George Dillahunt	Foreman (Electrician)	2,300.00	2,160.00
Elmer Cavender	Electrician	2,160.00	1,992.00
Glenn Stoodly	Electrician	1,960.00	1,836.00
Etnair Lanning	Electrician	1,920.00	1,836.00
C. T. Fippin	Asst. Electrician	1,860.00	1,836.00
Earl Achey	Asst. Electrician	1,780.00	1,692.00
Robert Murphy	Handy Man	2,040.00	1,944.00

Light, Heat and Power—Machinists

John P. Covan	Master Mechanic	2,400.00	2,320.00
Arthur Peglar	Mechanic	1,920.00	1,824.00
Myron M. Rankin	Electrician	1,920.00	1,836.00
B. A. LeBay	Machinist Helper (steamfitter)	1,620.00	1,500.00
I. C. Reasoner	Blacksmith	1,740.00	1,644.00
Charles Reasoner	Blacksmith's Helper	1,320.00	1,254.00

Light, Heat and Power—Steamfitters and Plumbers

George E. Shepherd	Foreman (Steamfitter)	2,800.00	2,592.00
John Schweizer	Night Troubleman	2,160.00	2,040.00
S. R. Sher	Heat Regulating Man	1,920.00	1,824.00
Henry C. Herdt	Steamfitter	2,400.00	2,220.00
Mike Yeager	Steamfitter	2,040.00	1,944.00
Michael J. Devlin	Engineman—Power and Refrigeration	1,680.00	1,620.00
Earl Anthony	Plumber	2,700.00	2,220.00
Polk J. Tennant	Plumber	2,700.00	2,220.00
E. E. Insko	Plumber's Assistant	2,240.00	1,987.00
Ralph Bobb	Plumber's Assistant	1,740.00	1,728.00
Charles Woodford	Fireman (7 mos.)	980.00	945.00

Police and Watchmen

William North	Day Policeman	1,650.00	1,560.00
H. S. Brown	Night Policeman	1,500.00	1,425.00
Charles G. Kalb	Policeman	1,500.00	1,425.00
Monroe Walters	Policeman	1,500.00	1,425.00
O. D. Conaway	Night Supervisor	1,500.00	1,425.00
H. M. Cole	Night Watchman	1,380.00	1,311.00
Elmer T. Neff	Night Watchman	1,380.00	1,311.00
Solomon D. Isennagle	Night Watchman	1,380.00	1,311.00
Michael J. Durkin	Night Watchman	1,380.00	1,311.00

Cary M. Huston	Night Watchman	1,380.00	1,311.00
Ellis Belcher	Night Watchman	1,380.00	1,311.00
Lewis J. Dale	Night Watchman	1,380.00	1,311.00
Milton C. Rainier	Night Watchman	1,380.00	1,311.00

Roads and Grounds

Robert Graham	Engineer's Helper	1,500.00	1,425.00
Adolf Singenstreu	Laborer	1,380.00	1,311.00
John Bugna	Laborer	1,380.00	1,311.00
Carl Rickerson	Laborer	1,380.00	1,311.00
Felix Coletta	Laborer	1,320.00	1,254.00
L. Stewart	Laborer	1,260.00	1,140.00
Paul Pinther	Laborer	1,260.00	1,197.00
John Birle	Laborer	1,260.00	1,197.00
Thomas E. Fraggott	Laborer	1,260.00	1,197.00
A. Chesbro	Laborer	1,200.00	1,197.00
John Rhone	Laborer	1,140.00	1,088.00

Roads and Grounds—Stone Laboratory Caretakers

Theodore Phillips	Caretaker	1,680.00	1,560.00
Ernest Miller	Assistant Caretaker	1,500.00	1,440.00

Roads and Grounds—Garage

Howard McDonald	Auto Mechanic	1,890.00	1,794.00
William J. Murray	Auto Painter	1,890.00	1,794.00
J. McKinley Stewart	Laborer	1,590.00	1,440.00
Leo Moran	Asst. Auto Mechanic (Truck Driver)	1,380.00	1,311.00
C. D. Lowery	Laborer	1,320.00	1,254.00
Hilas B. Boyer	Car Cleaner	1,320.00	1,254.00
Pearl E. Watson	Bus Driver	1,200.00	1,140.00

Roads and Grounds—Landscape Gardeners

John E. Hussey	Landscape Gardener	2,500.00	2,400.00
Harold Esper	Asst. Landscape Gardener	1,800.00	1,710.00
Frank McDonald	Gardener	1,320.00	1,254.00
William Lloyd	Laborer	1,320.00	1,254.00
Lewis J. Feiber	Laborer	1,320.00	1,254.00

Janitors

A. O. Kaiser	Superintendent, Janitor Service	2,560.00	2,400.00
Cecil C. Dysart	Natatorium Orderly	1,500.00	1,425.00
Jay J. Farrell	Handyman	1,500.00	1,425.00
C. M. Hicks	Repair and Handyman	1,440.00	1,380.00
Earl Bolderback	Janitor	1,440.00	1,344.00
Thad S. Blackwood	Janitor	1,440.00	1,344.00
Charles Carter	Janitor	1,440.00	1,344.00
Harry Chantler	Janitor	1,440.00	1,344.00
William Daehler	Janitor	1,440.00	1,344.00
C. M. Fesler	Janitor	1,440.00	1,344.00
A. D. Grayson	Janitor	1,440.00	1,344.00
L. F. Jordan	Janitor	1,440.00	1,344.00
James H. Kramer	Janitor	1,440.00	1,344.00
Charles G. Lane	Janitor	1,440.00	1,344.00
Walter Penn	Janitor	1,440.00	1,344.00
Forrest Spencer	Janitor	1,440.00	1,344.00
Edward J. Tyne	Janitor	1,440.00	1,344.00
Willis Abbott	Janitor	1,380.00	1,260.00
Lawrence Barnett	Janitor	1,380.00	1,260.00
Charles Bentz	Janitor	1,380.00	1,260.00
Dan Brock	Janitor	1,380.00	1,260.00
J. R. Butler	Janitor	1,380.00	1,260.00
Domonick Capretta	Janitor	1,380.00	1,260.00
Fred Cardosi	Janitor	1,380.00	1,260.00
Wm. Cavanaugh	Janitor	1,380.00	1,260.00
John M. Conti	Janitor	1,380.00	1,260.00
Benjamin F. Davis	Janitor	1,380.00	1,260.00
Perry R. Davis	Janitor	1,380.00	1,260.00
Joe Forcheski	Janitor	1,380.00	1,260.00
William Goff	Janitor	1,380.00	1,260.00
James E. Harrington	Janitor	1,380.00	1,260.00
Fred Henkel	Janitor	1,380.00	1,260.00
Fred Henning	Janitor	1,380.00	1,260.00
Robert E. Hillery	Janitor	1,380.00	1,260.00
C. A. Hopkins	Janitor	1,380.00	1,260.00

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John H. Jaeger	Janitor	1,380.00	1,260.00
Herman Kaufman	Janitor	1,380.00	1,260.00
Patrick J. Keenan	Janitor	1,380.00	1,260.00
Charles E. Klink	Janitor	1,380.00	1,260.00
George N. Latremore	Janitor	1,380.00	1,260.00
John Lapaty	Janitor	1,380.00	1,260.00
Edward J. Long	Janitor	1,380.00	1,260.00
John S. Long	Janitor	1,380.00	1,260.00
Alexander McCall	Janitor	1,380.00	1,260.00
John G. McCartney	Janitor	1,380.00	1,260.00
Lawrence J. McKenna	Janitor	1,380.00	1,260.00
Peter J. Marquette	Janitor	1,380.00	1,260.00
Harry E. Munk	Janitor	1,380.00	1,260.00
George W. Newman	Janitor	1,380.00	1,260.00
George Perkins	Janitor	1,380.00	1,260.00
Joseph Schrader	Janitor	1,380.00	1,260.00
C. M. Shelton	Janitor	1,380.00	1,260.00
William Shelton	Janitor	1,380.00	1,260.00
Elmer E. Smith	Janitor	1,380.00	1,260.00
Oliver Smith	Janitor	1,380.00	1,260.00
W. W. Smith	Janitor	1,380.00	1,260.00
Ray D. Stewart	Janitor	1,380.00	1,260.00
J. F. Then	Janitor	1,380.00	1,260.00
William Todd	Janitor	1,380.00	1,260.00
Wilson A. Ormes	Janitor	1,380.00	1,260.00
John M. Wallace	Janitor	1,380.00	1,260.00
Weston W. West	Janitor	1,380.00	1,260.00
William H. Williams	Janitor	1,380.00	1,260.00
Earl Bell	Window Washer	1,380.00	1,260.00
L. A. Hall	Window Washer	1,380.00	1,260.00
Nelson Weiler	Floor Waxer	1,380.00	1,260.00
Edgar McGhee	Floor Waxer	1,380.00	1,260.00
Pasquale Caldararo	Janitor	1,320.00	1,260.00
H. Clemons	Janitor	1,320.00	1,260.00
William E. Conant	Janitor	1,320.00	1,260.00
John Conti	Janitor	1,320.00	1,260.00
F. B. Cross	Janitor	1,320.00	1,260.00
Joseph H. Dickson	Janitor	1,320.00	1,260.00
J. E. Doebele	Janitor	1,320.00	1,260.00
August J. Frank	Janitor	1,320.00	1,260.00
Clifford Gabert	Janitor	1,320.00	1,260.00
George R. Grover	Janitor	1,320.00	1,260.00
Will G. Howard	Janitor	1,320.00	1,260.00
John A. McLain	Janitor	1,320.00	1,260.00
Michael J. McNamara	Janitor	1,320.00	1,260.00
James Merrill	Janitor	1,320.00	1,260.00
Fred Moore	Janitor	1,320.00	1,260.00
Joseph M. Peyton	Janitor	1,320.00	1,260.00
Henry Renz	Janitor	1,320.00	1,260.00
Robert Sams	Janitor	1,320.00	1,260.00
Thomas Scott	Janitor	1,320.00	1,260.00
Arch F. Thomas	Janitor	1,320.00	1,260.00
John Tordiff	Janitor	1,320.00	1,260.00
Albert N. Tracy	Janitor	1,320.00	1,260.00
John B. Truitt	Janitor	1,320.00	1,260.00
Louis E. Walters	Janitor	1,320.00	1,260.00
W. J. Whalen	Janitor	1,320.00	1,260.00
Philip W. Gordon	Janitor	1,320.00	1,260.00
James Gormley	Janitor	1,200.00	1,140.00
Job B. Woodley	Janitor	1,200.00	1,140.00
Homer C. Batey	Towel Man	1,200.00	1,140.00
<i>Laundry</i>			
Frank Carpenter	Laundry Foreman	1,800.00	1,710.00
Oscar O. Beidelman	Laundress	1,320.00	1,248.00
May Rees	Laundress	900.00	804.00
Eliz. Westenhaber	Laundress	900.00	804.00
Clara Williams	Laundress	900.00	840.00
Rose Long	Laundress	900.00	804.00
Emma Munyan	Laundress	900.00	804.00
Mayme Becker	Laundress	900.00	804.00
Maudie Shultz	Laundress	900.00	804.00
Dora Henry	Laundress	900.00	840.00
		812,544.00	292,004.00

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*Miscellaneous
Recommendations*

That the quarters of service of Professor E. W. Pahlow, Department of Principles of Education, be changed from Summer, Autumn, Winter, and Spring to Summer, Autumn, and Spring, 1932-1933.

That the quarters of service of Professor F. C. Landsittel, Department of Principles of Education, be changed from Summer, Autumn, and Spring to Summer, Autumn, and Winter, 1932-1933.

That the contract of Assistant Professor Tracy E. Thompson of the Department of Business Organization be changed to read: "For service during Spring and Summer Quarters, 1933, salary payable in nine equal installments from January to September, inclusive." This change is made in the interest of economy and will transfer Mr. Thompson's services from the Winter to the Summer Quarter.

That the quarters of service of W. M. Barrows, Professor in the Department of Zoology, be changed from Summer, Autumn, and Winter to Summer, Autumn, and Spring, 1932-1933.

That there be appropriated to the Ohio State University Association from the Interest on the Endowment Fund the sum of Four Thousand (\$4000) Dollars as the University's contribution to the Association for the second half of the current school year; it is proposed that repayment be made from the Legislative appropriation for "Contributions" expected as usual from the incoming Legislature.

That there be appropriated from the Interest on the Endowment Fund the sum of Two Thousand (\$2000) Dollars for the support of the Journal of Higher Education. This is regarded as an advance to this publication, to be repaid from expected Legislative appropriation under the head of "Contributions" requested of the incoming Legislature.

That in view of the urgent need for radium in the Starling-Loving Hospital presented by the Dean and members of the Surgical Staff, the Board authorize the purchase of a unit of 150 milligrams of radium to be paid for out of the Interest on the Endowment Fund of the University.

That the fee of \$4.00 for the Poultry Keepers' Short Course to be given January 25 to February 3, 1933, be reduced to \$2.00; and that the fee of the Fruit Growers' School, held from December 6 to December 8, 1932, be reduced from \$2.00 to \$1.00; and that the fee for the Florists' School to be held January 9 to January 13, 1933, be reduced from \$5.00 to \$3.00; and that the fee for the Landscape and Nursery School to be held January 23 to January 25, 1933, be reduced from \$3.00 to \$2.00. (These reductions are recommended in view of the current economic conditions.)

That the proposed agreement with the Tobacco By-Products and Chemical Corporation be approved; this is for the purpose of studying problems in connection with parasite control, wherein the Corporation seeks to establish a scholarship, to be supported by the payment of Six Hundred (\$600) Dollars in twelve monthly installments, and a further sum of Three Hundred (\$300) Dollars to be paid as may be necessary from time to time for supplies in carrying on the study to extend through the year beginning January 1, 1933.

That the agreement for cooperative fellowship with the Timken Steel and Tube Company entered into January 23, 1932, with the provision therein for extension, be extended for one year from November 1, 1932, with the following changes, namely:

That Article 9-a be cancelled and the following be substituted therefor, namely:

"The Fellow's salary of Fifteen Hundred (\$1500) Dollars for the period of twelve consecutive months beginning November 1, 1932; the sum of Two Hundred and Fifty (\$250) Dollars to be paid on or before November 30, 1932, and the remaining amount of One Thousand Two Hundred and Fifty (\$1250) Dollars to be paid in equal installments at intervals of two months."

That Article 9-b be cancelled.

That Article 9-c be cancelled and the following substituted therefor, namely:

"A sum of Two Thousand (\$2000) Dollars to be available for supplies; Five Hundred (\$500) Dollars to be paid on or before November 30, 1932, and the remainder to be paid in amounts of Five Hundred (\$500) Dollars each when designated by the Department of Chemistry acting through Professor Edward Mack."

That the degrees named be awarded to the following students, in accordance with the recommendation of the University Faculty, the degrees to be conferred at the Quarterly Convocation in December, 1932:

DOCTOR OF PHILOSOPHY

Carroll Ely Amos, B.S. (Denison University); Raymond Durling Bennett, A.B. (Otterbein College), A.M. (Columbia University); Lawrence Guy Brown, A.B. (Dakota Wesleyan University); Robert Hall Bruce, B.A., M.A. (University of California); Carl Dan Killian, B.S. (North Carolina State College of Agriculture and Engineering), A.M. (Columbia University); Robert Nathaniel McCormick, B.A. (Muskingum College), M.Sc.; Lien Chung Wen, B.Sc. in Edu., M.A.; Edward Floyd Wesp, B.S. (The College of Wooster), M.Sc.

MASTER OF ARTS

Norman DeWitt Alexander, B.A. (Ohio Wesleyan University); Claude Alvin Bruner, A.B. (Wittenberg College); Clyde Brady Cochran, B.A.; Paul Weimer Davidson, A.B. (Otterbein College); Viva Agnes Foster, B.S. in Edu. (Drake University); Naomi Estelle Frech, A.B. (University of Cincinnati); George Thomas Wayne Galladay, B.S. in Edu. (Ohio Northern University); John Nathaniel Hart, B.Sc. in Bus. Adm.; William Candel Hartmann, A.B. (Colorado State Teachers College); Sumner Lewis Henderson, B.Sc. in Bus. Adm.; Emerson Daniel Jenkins, A.B. (Colgate University); Harry Samuel Kemp, B.A.; Wendell Reuben Koch, B.A.; Margaret Louise Kramer, B.A.; Avis Maud Lamb, B.A. (Vanderbilt University); Oscar Lawrence, B.A., B.Sc. in Edu.; Alice Louise Lewis, B.A. (Berea College); Guy Edison McFarland, B.S. (Otterbein College); Raymond Fay McMullen, B.A.; Chester Lee Messmore, B.A. (The University of Toledo); Robert Demming Myers, B.A.; Raymond Walter Onsted, A.B. (Defiance College); Willis Von Pond, A.B. (Wittenberg College); Ruth Romaine Prior, B.A. (Ohio Wesleyan University); Thurlow Scott Robe, B.A. (Muskingum College); Argra Etta Ruffer, B.S. in Edu. (Kent State College); Hazel Eleanor Rugg, A.B. (Western Reserve University); Carl Milton Senn, B.Sc. in Agr., B.Sc. in Edu.; Hyman Harry Silverman, B.S. in M.E., B.S. in Edu. (Ohio Northern University);

Ethel Margaret Templeton, B.S. in Edu. (Ohio University); James Otha Tressler, B.Sc. in Agr.; Wildah Mae Turnbull, B.A.; Ruth Evelyn Vorce, B.A.; Mildred Ozilla Wertman, B.Sc. in Edu.

MASTER OF SCIENCE

James Robert Blanchard, B.Met.E.; Lynes Harold Booher, B.A. (Muskingum College); Leslie Canup, A.B. (Wilmington College); Chung Hsin Chung, A.B. (University of Southern California); James Alton Cox, B.Sc. in Agr.; Clarence Harold Culler, B.M.E.; Clarence Leroy Evans, B.Cer.E.; Elsie Maybelle Friebe, B.A., B.Sc. in H.E.; Harry Gehman, B.S. (Ashland College); Lawton Carl Gerlinger, B.A. (Capital University); Glenn Earl Haney, B.M.E.; Hayes Matchett Herschler, B.Sc. in Agr.; Carl William Lundgren, B.Ch.E.; Russell William Mebs, B.E.E.; Charles Vincent Reeves, B.S. (Agricultural College of Utah); Samuel James Simmons, B.A.; Arthur Abraham Slobod, B.S. (Rensselaer Polytechnic Institute); Herbert Maxwell Strong, B.S. (University of Toledo); Edna Mae Tucker, B.Sc. in H.E.; Ruth Lillian Wheatcraft, B.Sc. in Edu.; Forrest Brooks Whittington, B.S. (Clemson Agricultural College).

BACHELOR OF SCIENCE IN AGRICULTURE

Carl Clifton Deeds; Dale Thompson Friday; Bernard Francis Glenn; John Armstrong Lindsay; Orpha Glenn Pettijohn; James Myron Runyan; Paul Edward Schepflin.

BACHELOR OF SCIENCE IN HOME ECONOMICS

Elizabeth Brown; Lois Virginia Hale; Eleanore Elizabeth Murbach; Edithe Irene Tipton, A.B. (Western College for Women).

BACHELOR OF ARTS

Gaylord Pierce Albaugh; Richard Sandoe Bachman; Mary Benson Baltzell; Ralph Stancliff Edwards (Summa cum Laude); Dan Chayne Ferguson; Mary Isabelle Hall, B.Sc. in Edu.; Mary Esther Hambleton; Frank Henry Harris; Robert Carl Haubrich; Edward William Heine; Margaret McKay Henking; Walter Jennings; Edmund Burke Jones; George Jacob Kienzle; Louis Samuel Lebo; Francisco Alvarez Mariani; James Gordon McCurry; Chester Miller; Gilbert Paul Miller; Jacob Gordon Morton; Ruth Elizabeth Moss; Robert Othmar Otto; Frank Eddie Owczarzak; Clarence Glenn Paisley; Justin Edward Polen; Sam Jack Rich; Ferdinand Alois Riss; Mary Ellen Schwartz; Grace Maribelle Snyder; Eliza Ann Stewart; Ted Carl Wilson; George Sausser Yingling.

BACHELOR OF SCIENCE

Italo Darin Puppel.

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

Charles Herman Annala; Joseph John Bauer; Frank Arden Berlien; Jim Vance Burton; George Herbert Carroll; Vernon Earle Cordell; Wilmer Donald Cowgill; Merle Elrick; Edwin Craig English; Wayne Kinsley Flick; Ralph Benjamin Goodsell; John Edwin Hall; Howard Nelson Henderson; Lot Earle Jenkins; Raymond Luther Johnson; Sidney Katz; John Stanley Knotts; John Boynton Lininger; Theodore Mahaffey; William Henry McGovern, Jr.; Robert Harold McIntire; Louis Ernest Molnar; Allen Walker Murray; John Ludlow

Pendery, Jr.; Iry Nelson Potts; LaVerne Bernard Reboulet; Roy Neumeister Redlin; Eugene Phillip Rouge; Roy Ellsworth Shroyer; Eloise Elizabeth Spacht; Ruth Littleton Sparks; Robert Lewis Spurrer; George Hopple Thomas, Jr.; Mildred Bell Tilbrook; Thomas Sharp Tilbrook; Elizabeth Toth; Everette Waldo Travis; Arthur Allan Weisheimer; Lloyd Shounn Wise.

BACHELOR OF SCIENCE IN JOURNALISM

Richard Joseph; John Emil Lucks; Kathryn Auvetta Shy; Frank Joseph Walinski; Harold Franklin Wellman.

BACHELOR OF SCIENCE IN SOCIAL ADMINISTRATION

Lucille Bauman Friend; Doris Jean Giller.

BACHELOR OF SCIENCE IN EDUCATION

Dwight Marvin Barney; Joan Good Boose; Olive Clevenger; Mary Frances Focke; Iretha Mae Frettinger; Edna Wahlers Fuller; Robert John Grady; Kenneth Everett Grove; Patricia Ruth Helm; Marie Bonita Hobensack; Mary Elizabeth Innis; Margaret Barbara Kappler; Charles Mordecai Kollin; Harry Wade Kraner; Elizabeth Burnett Lewis; Frank Matthew Ludewig; Margaret Julia Lunsford; Julia Rebecca Meiser; James Richard Moscato, B.A.; Karene Esther Randall; Richard Adam Sauerbrun; Leona Gertrude Saylor; Charles Edwards Seddon; Robert Widney Wells; Lowell Ashley Wrigley.

BACHELOR OF ARCHITECTURE

Herman Charles Light.

BACHELOR OF ARCHITECTURAL ENGINEERING

Frank Ernest Wesley, Jr.

BACHELOR OF CERAMIC ENGINEERING

Adrian Guy Allison; Kenneth William Balsizer; Vernon Harrison Kidner; Horace LaVerne Latimer; Wilbur Jackson McKinney.

BACHELOR OF CHEMICAL ENGINEERING

John Poast.

BACHELOR OF CIVIL ENGINEERING

John Kenneth Dumbauld; Robert Dinsmore McKinley; Floyd Carl Redick; John Julius Ricker; Franklin Farison Snyder; Eugene Bingham Sullivan; William Louis Traxel.

BACHELOR OF ELECTRICAL ENGINEERING

Frank Hagan Milliken; Daniel Frederick Streib.

BACHELOR OF ENGINEERING IN MINING

Joseph Michael Cannon; Lloyd Klintworth Schultheis.

BACHELOR OF INDUSTRIAL ENGINEERING

Arthur Loope Bowers, Jr.; John Andrews Buckley.

BACHELOR OF MECHANICAL ENGINEERING

Howard Frank Spillner.

BACHELOR OF METALLURGICAL ENGINEERING

Emil Milton Galbreath; Clyde Arlington Rodgers.

CERTIFICATE IN PUBLIC HEALTH NURSING

Esther Rose Hauptli, R.N.

* * * * *

12-12-'32

The President presented the following reductions from balances remaining in the appropriations for Agricultural Extension, and recommended that these reductions be approved in order to comply with the Executive order for the further deduction of five per cent in appropriations:

Personal Service

A-1 Salaries	\$10,931.82	
A-2 Wages	800.00	
Total Personal Service.....		\$11,731.82

Maintenance

C-4 Office Supplies	\$ 200.00	
D-5 Materials	200.00	
E-8 Educational Equipment	100.00	
F-6 Travel Expense	1,800.00	
F-8 Printing	600.00	
Total Maintenance		2,900.00
Total to be Deducted.....		\$14,631.82

Upon motion of Mr. Kaiser, seconded by Mr. Caton, the above amounts were, by unanimous vote, ordered deducted from the balances remaining in the appropriations for Agricultural Extension.

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At this time the President presented the biennium requests for the University and for the Agricultural Extension Division.

Upon motion of Mr. Stone, seconded by Mr. Laybourne, the budget of requests as presented by the President was upon roll call unanimously approved and same was ordered filed with the Director of Finance.

* * * * *

Upon motion of Mr. Laybourne, seconded by Mr. Stone, the completion date on the contract with the General Electric Company for a 4,000 K.W. Turbo Generator Unit for the Power Plant was upon roll call unanimously extended until March 1, 1933.

* * * * *

The Secretary now presented the following option signed by Adelaide R. Burdge, in which an offer is made to sell to the State of Ohio Lots No. 65 and No. 66 of the Woodbrown Place Addition, Clinton Township, Franklin County, Ohio, for the sum of \$1,000.00:

OPTION

For the consideration of the sum of One Dollar to me in hand paid, the receipt of which is hereby acknowledged, I hereby give and grant unto the State of Ohio (Ohio State University) the exclusive right and option of purchase at any time within thirty days from the date thereof (it being understood that the matter of this option will be at once presented to the Board of Trustees of Ohio State University for its action at its meeting December 12, 1932), the following described property:

Being Lots Nos. 65 and 66, Woodbrown Place Addition, Clinton Township, Franklin County, Ohio.

The price of said property to be \$1,000.00.

Grantor to pay all taxes and assessments due and payable up to and including the December, 1932, payment.

12-12-'32

I further agree, after proper and legal action of said Board approving this purchase and the availability of the money for the purchase to furnish an abstract of title to the same, showing a good merchantable title thereto, and to deliver a good and sufficient warranty deed for the said premises, free from all encumbrances and liens, subject to restriction recited in former deeds, if any.

I further represent that there is no lease, hold or other tenure.

Dated this 5th day of December, 1932.

Signed in the presence of

(Signed) PAUL H. KOHR.

(Signed) ADELAIDE R. BURDGE.

Upon motion of Mr. Laybourne, seconded by Mr. Stone, the Secretary was directed by unanimous vote to accept said option for and on behalf of the Board of Trustees and to instruct Mr. Paul H. Kohr, agent, to have the necessary papers prepared; the payment of said lands to be made out of the Interest on the Endowment Fund.

* * * * *

Thereupon the Board adjourned to meet on Monday, January 9th, 1933, 9:30 A. M., at the University.

(Signed) CARL E. STEEB,

Secretary.

(Signed) HERBERT S. ATKINSON,

Vice Chairman.

OFFICE OF THE BOARD OF TRUSTEES
THE OHIO STATE UNIVERSITY

Columbus, Ohio, January 9, 1933.

The Board of Trustees met pursuant to adjournment at 9:30 A. M., at the home of Mrs. Alma W. Paterson, Columbus, Ohio.

Present: Herbert S. Atkinson, Vice-Chairman, Julius F. Stone, Lawrence E. Laybourne, Mrs. Alma W. Paterson, John Kaiser, and Harry A. Caton.

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The minutes of the last meeting were approved.

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Upon motion of Mrs. Paterson, seconded by Mr. Laybourne, Mr. Herbert S. Atkinson was upon roll call unanimously elected Chairman of the Board to succeed Mr. Egbert H. Mack, resigned.

Upon motion of Mr. Laybourne, seconded by Mr. Stone, Mr. Harry A. Caton was upon roll call unanimously elected Vice-Chairman of the Board to succeed Mr. Herbert S. Atkinson.

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Upon motion of Mr. Kaiser, seconded by Mr. Stone, the following recommendations of the President, as presented below, were upon roll call unanimously approved:

Resignations

The following resignations were accepted and the balance cancelled in accordance with the general rule:

Name	Title	Date Effective	Annual Rate
<i>College of Agriculture</i>			
<i>Farm Operations</i>			
Louis Randall	Laborer (Mr. Randall died December 3, 1932)	Dec. 31, 1932	1,080.00
<i>Horticulture and Forestry</i>			
Joseph Haigh	Laborer	Dec. 13, 1932	1,320.00
<i>College of Arts and Sciences</i>			
<i>Physics</i>			
F. J. Brooks	Tech. Assistant (Mr. Brooks died October 22, 1932)	Oct. 22, 1932	1,900.00
<i>College of Commerce and Administration</i>			
<i>Business Organization</i>			
Richard H. Smith	Grad. Assistant	Jan. 1, 1933	500.00
<i>College of Education</i>			
<i>Bureau of Educational Research</i>			
Frances Kirkpatrick	Proofreader	Dec. 31, 1932	1,300.00
<i>Fine Arts</i>			
Ray Faulkner	Part-time Instr.	End Au. Qr.	No. sal.
<i>College of Engineering</i>			
<i>Chemical Engineering</i>			
Edward G. Yee	Assistant	Jan. 1, 1933	100.00
<i>College of Medicine</i>			
<i>Starling-Loving Hospital</i>			
Hazel Ryan	Stenographer	Dec. 31, 1932	960.00
<i>President's Division</i>			
<i>Library</i>			
Laura C. Martin	Library Assistant	Dec. 31, 1932	1,200.00

*Physical Plant**Janitors*

John W. Brown	Janitor (retired)	Dec. 31, 1932	360.00
	(Mr. Brown died December 10, 1932)		

Laboratory Supply Store—Rotary

Ruth Oldiges	Clerk	Dec. 31, 1932	1,080.00
Joseph Luckhaupt	Laborer	Dec. 31, 1932	1,020.00
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Appointments

The following appointments were approved and the necessary amount appropriated to meet the salaries in accordance with the general rule:

Name	Title	Effective	Quarters	Annual Rate
<i>College of Agriculture</i>				
<i>Farm Marketing F-9</i>				
George F. Henning	Asst. Professor (part time)	Jan. 1, 1933	Wi.Sp.	750.00
Raymond C. Smith	Asst. Professor (part time)	Jan. 1, 1933	Wi.Sp.	2,090.00
John F. Dowler	Instructor	Jan. 1, 1933	Wi.Sp.	2,900.00
Floyd E. Davis	Assistant	Jan. 1, 1933	Wi.Sp.	1,800.00
James J. Anderson ¹	Assistant	Jan. 1, 1933	Wi.Sp.	1,800.00
Hayes Herschler	Grad. Assistant	Jan. 1, 1933	Wi.Sp.	750.00
Helen Elliott	Clerk	Jan. 1, 1933	Wi.Sp.	1,020.00
Elsie Long	Statistician	Jan. 1, 1933	Wi.Sp.	960.00
(The above appointments are to be financed from the Legislative appropriation "F-9—Farm Marketing." They are to be in effect only during such period as the funds appropriated by the Legislature for this purpose will permit.)				

Home Economics

Viola M. Bell	Instructor (part time)	Jan. 1, 1933	Wi.	150.00 mo.
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Horticulture and Forestry

R. B. Thornton	Assistant	Dec. 13, 1932 to June 15, 1933		55.00 mo.
Leslie Charles Petri	Assistant	Dec. 13, 1932 to June 15, 1933		55.00 mo.

*College of Arts and Sciences**English*

Harold R. Walley	Asst. Professor (Special contract)	Sp. Qr.	Sp.	1,032.00 period
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Physics

Carl McWhirt	Assistant	Wi. Qr.	Wi.Sp.	950.00 period
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*College of Commerce and Administration**Business Organization*

Theodore Smith	Grad. Assistant	Wi. Qr.	Wi.Sp.	366.66 period
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Sociology

Samuel A. Kramer	Assistant	Wi. Qr.	Wi.	300.00 period
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*College of Education**Bureau of Educational Research*

Kathryn Morris	Proofreader	Jan. 1, 1933		1,200.00
*Helen Pryor	Stenographer	Jan. 1, 1933		1,200.00
*(Salary to be paid from Payne Fund—Rotary No. 7620)				

Fine Arts

Anthony Anderla	Instructor (part time)	Wi. Qr.	Wi.Sp.	No sal.
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*College of Engineering**Chemical Engineering*

Paul W. Blume	Assistant	Wi. Qr.	Wi.Sp.	100.00
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*College of Medicine**Ophthalmology*

Emerson M. Blake	Assistant	Jan. 3, 1933	Su.Au.Wi.Sp.	No sal.
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Graduate School

Ray M. Batchelder	Tobacco By-Products & Chemical Corporation Fellow	Jan. 1, 1933 for 12 mos.	Su.Au.Wi.Sp.	600.00
(Salary to be paid from funds deposited in the office of the Business Manager by the Tobacco By-Products and Chemical Corporation)				
John E. Harris	Timken Fellow	Nov. 1, 1932 to Nov. 1, 1933		1,500.00 period
(Salary to be paid from funds deposited in the office of the Business Manager by the Timken Steel & Tube Company)				
Henry W. Olson	Honorary Fellow	Jan. 1, 1933	Wi.Sp.	No sal.
*Roma Margraf	Editorial Assistant	Dec. 12, 1932		1,200.00
* (Salary to be paid from Rotary No. 7280)				

*President's Division**Library*

Marian Estep	Library Assistant	Jan. 1, 1933		80.00 mo.
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Changes in Salary

Name	Title	Effective	From	To
<i>College of Agriculture</i>				
<i>Home Economics</i>				
Agnes Skinner	Assistant (Salary payable from Pomerene Hall Cafeteria)	Jan. 1, 1933	2,000.00	1,820.00
<i>College of Commerce and Administration</i>				
<i>Sociology</i>				
James T. Laing	Assistant	Oct. 1, 1932	1,000.00 for Au.Wi.Sp. Qrs.	666.67 for Au. & Sp. Qrs.
<i>President's Division</i>				
<i>Physical Education for Men</i>				
Willard Altman	Assistant	Jan. 1, 1933 for 6 mos.	700.00 per annum	127.77 mo.
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*Miscellaneous
Recommendations*

That the quarters of service of Laura Zirbes, Professor in the Department of Principles of Education, be changed from 1st term Summer, Autumn and Spring Quarters to 1st term Summer, Autumn, one-half Winter Quarter and Spring Quarter for the year 1932-1933. (This change is for the purpose of utilizing Professor Zirbes' services in connection with the University School during the Winter Quarter.)

That the quarters of service of Gladys Palmer, Assistant Professor in the Department of Physical Education, be changed from the 1st term Summer, Autumn and Spring Quarters to the 1st term Summer, Autumn, Winter and Spring Quarters for the year 1932-1933.

That the quarters of service of George H. McKnight, Professor in the Department of English, be changed from the Autumn, Winter and Spring Quarters 1932-1933 to the Autumn and Winter Quarters 1932-1933 and the Summer Quarter 1933.

That the quarters of service of Richard T. Stevens, part-time Assistant in the Department of Economics, be changed from the Autumn and Spring Quarters to the Autumn, Winter and Spring Quarters for the year 1932-1933.

That Paul W. Palmer, Instructor in the Department of Surgery, be granted a leave of absence without salary for twelve months beginning January 1, 1933.

That under a special contract Professor Arthur J. Klein be paid One Thousand (\$1000) Dollars for extra services during the Winter Quarter 1933, in connection with the work of the University Committee on Courses, Activities and Program and the conducting of a course in School Administration through the Winter Quarter 1933 which was postponed in the Autumn Quarter, 1932, on account of Professor Klein's services on the said Committee. This payment will constitute compensation for the months of January and March; Professor Klein will be away from the University on vacation during the month of February, this Winter Quarter being Professor Klein's regular vacation quarter.

That repayment be made to Tyler L. Brightman, in the amount of \$160.00 paid as fees by him in the Autumn Quarter, 1930, Winter, 1931, Spring, 1931, Summer, 1931, Autumn, 1931, Winter, 1932, Spring, 1932, Autumn, 1932 in accordance with the privilege extended to him by the Jones Law; he did not know of his rights under this Act when he was a student.

That the agreement of November 15, 1930 which expires June 30, 1933, between the East Central Division of the National Electric Light Association and The Ohio State University, for the study of the practicability of the use of electricity in agriculture and in farm life, be continued for a period of one year beginning on July 1, 1933 with the following changes, namely, that the total amount of money paid by the Electric Light Association for the carrying on of the study be not more than \$5000 and that the payments accrue as follows, namely:

July 1, 1933, such balance as may be left from the present funds, estimated at about.....	\$1,200.00
October 1, 1933.....	1,250.00
January 1, 1934.....	1,250.00
April 1, 1934.....	1,250.00

In all other respects the terms of the agreement mentioned above shall continue in force.

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The Secretary presented for record the following letter received from the Director of Finance:

December 19, 1932.

*Mr. Carl E. Steeb, Secretary
Ohio State University
Columbus, Ohio*

Dear Sir:

At a meeting of the Emergency Board held on the above date, the Board considered your request of December 14th, 1932 and granted the following allowance from the funds appropriated to the Emergency Board in H. B. No. 624 for the year 1932:

Ohio State University

\$5,000.00 to G-31, Capital Equipment—Library
Books

Very truly yours,

(Signed) HOWARD L. BEVIS,
President, Emergency Board

The release of this \$5,000.00 by the State Emergency Board will complete the request for \$20,500.00 for periodicals and continuations

at the University Library which was authorized by the Board of Trustees at its meeting on March 7, 1932.

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The Secretary reported that on December 15th, 1932 a certified check on the Cleveland Trust Company, signed by E. Hope Turner and made payable to Charles E. Turner, was presented for payment of fees for the Winter Quarter. The amount of the check was \$75.00, the fees amounted to \$35.00, and \$40.00 change was given to the presenter of the check. It developed later that this certified check was fraudulent.

Upon motion of Mr. Kaiser, seconded by Mr. Stone, the registration of the individual was cancelled and the Business Manager was directed to make proper entries in the record of Student Fees to charge off the \$40.00 paid out in change.

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Thereupon the Board recessed to meet on Wednesday, January 11th, 1933, 9:30 A. M., at the University.

January 11, 1933.

The Board resumed its session at 9:30 A. M., with the same members present.

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The President discussed the financial condition of the University and the prospects for appropriations by the present Legislature, and stated that a substantial decrease in Legislative appropriations was imminent; and in pursuance of the approval of the Administrative Council and the University Faculty, expressed by votes in meetings called especially to consider the financial situation, he made the following recommendation, namely:

That reductions be made, effective as of January 1st, 1933, in the salaries of the members of the teaching staff, of the stenographic and the clerical staff, of fellows and scholars paid from University funds, and of the administrative officers of the University, in accordance with the following schedule, namely:

(a) In the case of all such employees having a salary rate of less than three thousand dollars per annum, whose salary has not previously been reduced by the Board of Trustees in accordance with the resolution of July 20th, 1931, a reduction shall be made in pursuance of the act of the Legislature of Ohio known as amended Senate Bill No. 5, passed on the 30th day of September, 1932, which requires a reduction of five per centum of the first thousand dollars or part thereof, an additional ten per centum of the second thousand dollars or part thereof, and an additional twelve and one-half per centum of the third thousand dollars or part thereof.

(b) In the case of all other such employees, the salaries of almost all of whom have been previously reduced by resolution of the Board of Trustees on July 20th, 1931, a reduction of four per centum of the present salary shall be made, which will bring the University salary pay roll slightly below the level required by the application of said legislative act.

(c) The reductions herein recommended shall also apply appropriately to the pay roll in Agricultural Extension Service and to pay rolls supported by University Rotary Funds.

(d) It is further recommended that because of the severe reductions effected by the Department of Athletics in the salaries of all members of the teaching staff who are paid from both athletic and University funds, there be no reduction at the present time in the portion of such salaries paid from the Personal Service funds of the University.

(e) It is further recommended that the President be authorized to make adjustments in the individual salaries obtained by making the percentage reduction, effective January 1st, 1933, so that the adjusted salary will be divisible by 12, without remainder, in the interest of simplifying the book-keeping and the making of vouchers and checks.

The Ohio State University was the first State activity to effect a reduction in its salary scale during the past biennium, and the present recommendation is made in further sympathetic cooperation with the State administration in its purpose to maintain the most effective operation of State enterprises within the limits of general revenues which can reasonably be expected for the biennium.

Upon motion of Mr. Laybourne, seconded by Mr. Caton, the above recommendation of the President was, by unanimous vote, approved.

* * * * *

The President also recommended that the following reductions of salary, effective January 1st, 1933, be approved, the same being in excess of the reductions above recommended, namely:

George W. Rightmire, President, from \$13,500 to \$11,250;

James L. Morrill, Vice-President, from \$8,100 to \$7,600;

Carl E. Steeb, Business Manager, from \$6,756 to \$6,400.

Upon motion of Mrs. Paterson, seconded by Mr. Stone, the above recommendation of the President was, by unanimous vote, approved.

* * * * *

Thereupon the Board adjourned to meet Monday, February 13, 1933, 9:30 A. M. at the University.

Attest:

(Signed) CARL E. STEEB,

Secretary.

(Signed) HERBERT S. ATKINSON,

Chairman.

OFFICE OF THE BOARD OF TRUSTEES
THE OHIO STATE UNIVERSITY

Columbus, Ohio, January 30, 1933.

The Board of Trustees met at Columbus, Ohio, at 9:30 A. M., pursuant to call of the Chairman.

Present: Herbert S. Atkinson, Chairman, Julius F. Stone, Lawrence E. Laybourne, John Kaiser, and Harry A. Caton.

* * * * *

The minutes of the last meeting were approved.

* * * * *

Upon motion of Mr. Kaiser, seconded by Mr. Caton, the following recommendations of the President, as presented below, were upon roll call unanimously approved:

Resignations

The following resignations were accepted and the balance cancelled in accordance with the general rule:

Name	Title	Date Effective	Annual Rate
<i>Agricultural Extension</i>			
L. A. Kauffman	Extension Specialist in Animal Husbandry	Dec. 31, 1932	3,800.00
<i>College of Agriculture</i>			
<i>Farm Marketing F-9</i>			
Hayes Herschler	Grad Assistant	Jan. 1, 1933	720.00
<i>Home Economics</i>			
Cora Wecht	Grad Assistant	Jan. 7, 1933	477.00
<i>College of Commerce and Administration</i>			
<i>Bureau of Business Research</i>			
Richard Smith	Res. Assistant	Jan. 1, 1933	477.00
<i>College of Medicine</i>			
<i>Physiology</i>			
Samuel Garrett	Assistant (Mr. Garrett died January 19, 1933)	Jan. 31, 1933	342.00
*	*	*	*

Appointments

The following appointments were approved and the necessary amount appropriated to meet the salaries in accordance with the general rule:

Name	Title	Effective	Quarters	Annual Rate
<i>College of Education</i>				
<i>University School</i>				
Florence E. Moore	Part-time Secretary, Elementary School	Jan. 1, 1933	Wi.Sp.	72.00 mo.
Mae McCrory	Part-time Instructor, Kindergarten, Elementary School	Jan. 1, 1933	Wi.Sp.	81.00 mo.
(Above salaries payable from Pro-rata funds from fees)				
<i>College of Medicine</i>				
<i>Physiology</i>				
Donald E. Yochem	Assistant (Special contract)	Feb. 1, 1933	Wi.	38.00 mo. for 2 mos.
<i>Starling-Loving Hospital</i>				
Mary C. Green	Gen. Duty Nurse (part-time)	Jan. 1 to July 1, 1933		25.00 mo. and maintenance

1-30-'33

Italia Sears	Gen. Duty Nurse (part-time)	Jan. 1 to July 1, 1933	25.00 mo. and maintenance
Marybelle Shoemaker	Gen. Duty Nurse (part-time)	Jan. 1 to July 1, 1933	25.00 mo. and maintenance
Catherine Simmons	Gen. Duty Nurse (part-time)	Jan. 1 to July 1, 1933	25.00 mo. and maintenance
Annabelle Thomas	Gen. Duty Nurse (part-time)	Jan. 1 to July 1, 1933	25.00 mo. and maintenance
Maxine Warner	Gen. Duty Nurse (part-time)	Jan. 1 to July 1, 1933	25.00 mo. and maintenance
Mary Gearing	Gen. Duty Nurse (part-time)	Jan. 1 to Feb. 1, 1933	25.00 mo. and maintenance
Alberta Thompson	Gen. Duty Nurse (part-time)	Jan. 1 to Feb. 1, 1933	25.00 mo. and maintenance
Eleanor Brown	Gen. Duty Nurse (part-time)	Jan. 1 to Feb. 1, 1933	25.00 mo. and maintenance
Helen Watt	Gen. Duty Nurse (part-time)	Jan. 14 to Feb. 1, 1933	25.00 mo. and maintenance
<i>St. Francis Hospital</i>			
Aaron S. Canowitz	Anesthetist	Feb. 1, 1933 Su.Au.Wi.Sp.	No sal.
<i>Graduate School</i>			
Mildred R. Newlin	Res. Associate	Wi. Qr.	Wi. 100.00 mo. for 3 mos.
(Salary to be paid from funds deposited in the office of the Business Manager by the American Academy of Arts and Sciences—this to be known as the Cyrus M. Warren Fund)			
Iman Schurman	Res. Associate	Wi. Qr.	Wi.Sp. 100.00 mo. for 6½ mos.
(Salary to be paid from funds deposited in the office of the Business Manager by the National Research Council)			
A. A. Hendrickson	Research Fellow	Wi. Qr.	Wi.Sp. No sal.
*	*	*	*

Change in Salary

Name	Title	Effective	From	To
<i>College of Commerce and Administration</i>				
<i>Business Organization</i>				
Theodore Smith	Grad. Assistant	Jan. 1, 1933	366.66 for 2 qrs.	318.00 for 2 qrs.
*	*	*	*	*

*Miscellaneous
Recommendations*

That the quarters of service of August C. Mahr, Professor in the Department of German, be changed from Autumn, Winter, and Spring to Autumn and Winter for the year 1932-1933.

That the quarters of service of Michael Peppe, Instructor in the Department of Physical Education, be changed from Autumn, Winter, and Spring to Autumn and Winter for the year 1932-1933.

That Ruth Lindquist, Associate Professor in the School of Home Economics, be granted a leave of absence, without salary, for the Winter Quarter, 1933, on account of illness.

That a refund of \$150.00 be made to Edwin S. Burdell, consisting of Incidental Fees paid during the following seven quarters and the Matriculation Fee paid during the Autumn Quarter, 1928: Autumn, Winter and Spring Quarters 1928-1929, Summer and Autumn Quar-

ters 1929-1930, Autumn and Winter Quarters 1931-1932. Mr. Burdell has presented satisfactory evidence that he was in active service in the United States Army during the World War and was a legal resident of Ohio prior to his enlistment. He made the above payments without knowledge of the provision of the Jones Act.

That, upon the recommendation of B. O. Skinner, Director of the State Department of Education, and John F. Cunningham, Dean of the College of Agriculture, the following revised budget in Agricultural Education and Home Economics (Smith-Hughes) be authorized, effective January 1, 1933:

Agricultural Education

	<i>Annual Salary</i>	<i>Revised Salary</i>
W. F. Stewart.....	\$ 2,100.00	\$ 1,844.71
H. G. Kenestrick.....	3,500.00	3,150.00
L. E. Jackson.....	3,600.00	3,235.00
A. C. Kennedy, Reynoldsburg.....	2,900.00	2,637.50
E. O. Bolender, Hilliards.....	2,900.00	2,637.50
F. J. Ruble, Grove City.....	2,800.00	2,550.00
Howard McClarren, Westerville.....	2,800.00	2,550.00
L. B. Fidler, Canal Winchester.....	2,700.00	2,462.50
	<hr/> \$23,300.00	<hr/> \$21,067.21
Helen Killworth (clerical).....	1,200.00	1,130.00

Home Economics

Alice M. Donnelly.....	\$ 1,575.00	\$ 1,467.50
Clara M. Bancroft.....	2,825.00	2,571.87
Hazel H. Huston.....	2,925.00	2,659.37
Esther Loomis.....	2,475.00	2,265.62
Helen Westervelt.....	2,000.00	1,850.00
Estelle Barton.....	2,175.00	2,003.12
Elizabeth M. Moore (Au. & Sp. Qrs.)..	825.00	783.75
	<hr/> \$14,800.00	<hr/> \$13,601.23
Marie Kuglen (clerical).....	1,440.00	1,346.00

* * * * *

The President informed the Trustees that the Director of Finance has indicated that the total amount which will be carried in the Governor's recommended budget for the University for Personal Service and Maintenance for the current biennium will be \$5,716,900. This amount is \$1,212,134 less than the requirements as heretofore determined by the Board.

The President stated further that the Director of Finance has requested the University to allocate this total sum of \$5,716,900 into the various budgetary classifications.

President Rightmire then presented a proposed allocation which, after due consideration, was upon motion of Mr. Stone, seconded by Mr. Kaiser, approved by unanimous vote.

* * * * *

The President presented the allocation into classifications of the amount of \$287,852 which the Director of Finance has suggested for the Division of Agricultural Extension. This allocation was prepared by Dean Cunningham and Director Ramsower.

The President called to the attention of the Board the fact that this amount proposed for Agricultural Extension was just 50 per cent of the requirements as heretofore approved by the Board.

Upon motion of Mr. Laybourne, seconded by Mr. Stone, the allo-

cation of the Agricultural Extension budget as presented was upon roll call unanimously approved.

* * * * *

Because of the drastic cut proposed for the University for the coming biennium, a committee consisting of Mr. Atkinson, President Rightmire, Mr. Morrill and Mr. Steeb was requested to call to the attention of the Governor the critical effect the proposed reductions will have upon the University during that period.

* * * * *

Thereupon the Board adjourned to meet on Monday, February 13th, 1933, 9:30 A. M., at the University.

Attest:

(Signed) CARL E. STEEB, (Signed) HERBERT S. ATKINSON,
Secretary. *Chairman.*

OFFICE OF THE BOARD OF TRUSTEES
THE OHIO STATE UNIVERSITY

Sandusky, Ohio, February 25, 1933.

The Board of Trustees met pursuant to call of the Chairman at the Hotel Sloane, Sandusky, Ohio, at 12 o'clock noon, for the purpose of attending the funeral of the Honorable Egbert H. Mack, a trustee of Ohio State University from December 12, 1922 until December 20, 1932.

Present: Herbert S. Atkinson, Chairman, Julius F. Stone, Lawrence E. Laybourne, and Harry A. Caton.

* * * * *

The minutes of the last meeting were approved.

* * * * *

Mr. Stone presented the following resolution:

The Board of Trustees records its deep sorrow for the death of Egbert H. Mack. As one of its members over a period of ten years, he brought to its deliberations great knowledge of the University, a life-long interest in its activities and constructive thinking about the vital contribution which it might make to the life of the commonwealth. He regarded the University as a fundamental agency of the State, laboring for the steady and effective development of its industry, its government, its educational program and its enduring culture.

His associations with the other members of the Board were always congenial, he was ever ready to listen to arguments advanced and came finally to his own conclusions which he supported with logic and conviction. The members of the Board feel a heavy personal loss in his untimely death.

The Board is familiar with his intimate participation in the community life of Sandusky, his home city, with his constant promotion of its welfare through the columns of his newspapers and through his personal activities, and expresses gratification in the high place he held in the esteem of his fellow townsmen. This was richly deserved and modestly borne.

The Board tenders the deepest sympathy to Mrs. Mack and the children, who suffer in their bereavement of a husband and father, and sends to them this testimonial of its own keen sense of loss in the death of a beloved fellow worker, a conscientious citizen and a true friend.

Upon motion of Mr. Stone, seconded by Mr. Laybourne, the above resolution was upon roll call unanimously adopted.

* * * * *

Thereupon the Board adjourned to meet upon call of the Chairman.

Attest:

(Signed) CARL E. STEEB,

Secretary.

(Signed) H. S. ATKINSON,

Chairman.

OFFICE OF THE BOARD OF TRUSTEES
THE OHIO STATE UNIVERSITY

Columbus, Ohio, March 13, 1933.

The Board of Trustees met pursuant to call of the Chairman at 9:30 A. M., at the home of Mrs. Alma W. Paterson, Columbus, Ohio.

Present: Herbert S. Atkinson, Chairman, Lawrence E. Laybourne, Mrs. Alma W. Paterson, John Kaiser, and Harry A. Caton.

* * * * *

The minutes of the last meeting were approved.

* * * * *

Upon motion of Mrs. Paterson, seconded by Mr. Kaiser, the following recommendations of the President, as presented below, were upon roll call unanimously approved:

Resignations

The following resignations were accepted and the balance cancelled in accordance with the general rule:

Name	Title	Date Effective	Annual Rate
<i>Agricultural Extension</i>			
J. E. Bradfute	Co. Agr. Agent, Crawford County	Feb. 28, 1933	2,300.00
Elizabeth Master	Home Dem. Agent, Clinton County	Feb. 28, 1933	2,125.00
Harold F. Eaton	Co. Agr. Agent, Morgan County	Feb. 10, 1933	2,500.00
Helen Gebby	Home Dem. Agent, Licking County	Jan. 21, 1933	2,400.00
<i>College of Agriculture</i>			
<i>Home Economics</i>			
Mary Scovill	Assistant, Nursery School	Jan. 31, 1933	378.00
<i>College of Commerce and Administration</i>			
<i>Economics</i>			
E. C. Welsh	Grad. Assistant	Feb. 1, 1933	477.00
<i>College of Medicine</i>			
<i>Starling-Loving Hospital</i>			
Edythe B. Shelton	Historian	Jan. 31, 1933	912.00
Marie Richard	Diet Kitchen Helper	Jan. 12, 1933	576.00
Mary E. Bennett	Nurses Aide	Feb. 31, 1933	576.00
Herbert Chamberlain	Orderly	Mar. 17, 1933	684.00
<i>Administrative Division</i>			
<i>Business Office</i>			
Blanche A. Brown	Stenographer	Feb. 28, 1933	912.00
<i>Physical Plant</i>			
<i>Janitors</i>			
William H. Shelton	Janitor	Feb. 28, 1933	1,260.00
	(Mr. Shelton died February 8, 1933)		
*	*	*	*

Appointments

The following appointments were approved and the necessary amount appropriated to meet the salaries in accordance with the general rule:

Name	Title	Effective	Quarters	Annual Rate
<i>College of Agriculture</i>				
<i>Farm Operations</i>				
Kenneth Vaught	Laborer	Jan. 1, 1933		1,032.00

*College of Arts and Sciences**Bacteriology*

Paul White	Stud. Assistant	Sp. Qr.	Sp.	99.00 period
Louis J. Katonak	Grad. Assistant	Sp. Qr.	Sp.	99.00 period

*College of Commerce and Administration**Economics*

Lyder L. Unstad	Grad. Assistant	Feb. 1, 1933	Wi.Sp.	477.00
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*College of Education**Administration*

Lester T. Nicholas	Asst. to Dean	Mar. 1, 1933 (12 mos.)		2,076.00
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*College of Medicine**Physiology*

Lena Enright	Stud. Assistant	Sp. Qr.	Sp.	57.00 period
Lurette Kuhlman	Stud. Assistant	Sp. Qr.	Sp.	57.00 period

Starling-Loving Hospital

Mary Gearing	Part-time Gen. Duty Nurse	Feb. 1 to Apr. 1, 1933		25.00 mo. and maintenance
Helen Watt	Part-time Gen. Duty Nurse	Feb. 1 to Apr. 1, 1933		25.00 mo. and maintenance
Martha Thomas	Part-time Gen. Duty Nurse	Mar. 1 to July 1, 1933		25.00 mo. and maintenance
Pauline Watt	Part-time Gen. Duty Nurse	Mar. 1 to July 1, 1933		25.00 mo. and maintenance
Eleanor Brown	Part-time Gen. Duty Nurse	Feb. 1 to Mar. 1, 1933		25.00 mo. and maintenance
Blanche Skinner	Part-time Gen. Duty Nurse	Mar. 1 to July 1, 1933		25.00 mo. and maintenance
Dorothy Leupp	Part-time Gen. Duty Nurse	Mar. 1 to July 1, 1933		20.00 mo. and maintenance
Doris Fenner	Gen. Duty Nurse	Mar. 1 to Apr. 1, 1933		95.00 mo.
Alberta Thompson	Part-time Gen. Duty Nurse	Feb. 1 to Mar. 1, 1933		25.00 mo. and maintenance
Harriett Mather	Part-time Gen. Duty Nurse	Mar. 1 to Apr. 1, 1933		25.00 mo. and maintenance
Frances Welker	Part-time Gen. Duty Nurse	Mar. 1 to Apr. 1, 1933		25.00 mo. and maintenance
Ruth Oldiges	Clerk (Admitting)	Jan. 23, 1933		912.00
Wanda Knox	Historian	Feb. 1, 1933		1,080.00
Rose Romeo	Nurses Aide	Feb. 1, 1933		576.00
Attilio D. Puppel	Orderly	Mar. 17, 1933		684.00

Graduate School

Carroll Ely Amos	Honorary Fellow	Jan. 1, 1933	Wi.Sp.	No sal.
*Solomon F. Whirl	Boiler Feedwater Studies Fellow	Jan. 1, 1933	Wi.	50.00 mo.

*(Salary to be paid from funds deposited in the office of the Business Manager by the American Society of Mechanical Engineers, Rotary Fund No. 7028)

*President's Division**Library*

H. Louise Edmondson	Librarian, College of Education	Mar. 1, 1933		2,292.00
Harriet Elliott	Library Asst.	Feb. 1, 1933		86.00 mo.
Beatrice White	Stenographer	Mar. 1, 1933		1,032.00

* * * * *

Changes in Title

Name	Title—From	To	Effective
<i>College of Medicine</i>			
<i>Starling-Loving Hospital</i>			
Myrtle Ringer	Asst. Night Supervisor	Night Supervisor	Mar. 1, 1933
Wanda Harper	Gen. Duty Nurse	Asst. Night Supervisor	Mar. 1, 1933
*	*	*	*

Changes in Salary

Name	Title	Effective	From	To
<i>College of Medicine</i>				
<i>Starling-Loving Hospital</i>				
Myrtle Ringer	Night Supervisor	Mar. 1, 1933	117.00 mo.	140.00 mo.
Wanda Harper	Asst. Night Supervisor	Mar. 1, 1933	95.00 mo.	117.00 mo.
<i>Administrative Division</i>				
<i>President's Office</i>				
Mary E. Frame	Temporary Assistant	Feb. 1, 1933	104.00 for full time	52.00 for half time
*	*	*	*	*

*Miscellaneous
Recommendations*

That the following travel be authorized, subject to the approval of the State Emergency Board, expense to the State to include railroad fare and pullman only:

Edith D. Cockins, Registrar, to attend the meeting of the American Association of Collegiate Registrars, in Chicago, Illinois, April 17-21.

That the quarters of service of Forrest L. Shoemaker, Instructor in the Department of History of Education, be changed from Summer, Autumn and Winter to the Summer, Autumn, Winter and Spring for the year 1932-1933.

That the quarters of service of Frederick Landsittel, Associate Professor in the Department of Principles of Education, be changed from Summer, Autumn and Winter to Summer, Autumn, Winter and Spring for the year 1932-1933.

That the quarters of service of Aaron H. Chute, Instructor in the Department of Business Organization, be changed from Autumn, Winter and Spring to Autumn, 1932, Winter and Summer, 1933.

That the quarters of service of Darwin A. Hindman, Associate Professor in the Department of Physical Education, be changed from Summer, Autumn and Winter to Summer, Autumn, Winter and Spring for the year 1932-1933 with the understanding that his quarters of service for the year 1933-1934 are to be Autumn and Winter.

That the quarters of service of Delbert Oberteuffer, Professor in the Department of Physical Education, be changed from the Autumn, Winter and Summer, 1933 to the Autumn, Spring and Summer, 1933.

That the quarters of service of Melville L. Wolfram, Assistant Professor in the Department of Chemistry, be changed from Autumn, Winter and Spring to Autumn, Winter and Summer, 1933.

That there be appropriated from the Maintenance Funds of the University the sum of \$250.00 for the use of the Y. W. C. A. of Ohio State University for the period January 1 to June 30, 1933; and that

there be appropriated also from the Maintenance Funds the sum of \$750.00 for the use of the Y. M. C. A. of Ohio State University for the period January 1 to June 30, 1933.

That the agreement between the East Central Division of the National Electric Light Association and the Ohio State University for the study of the practicability of the use of electricity in agriculture and in farm life, for a period of one year beginning July 1, 1933, be cancelled. (Inasmuch as the N. E. L. A. has been dissolved, the East Central Division automatically is dissolved.)

That, for the Spring Quarter, 1933, the fee for residence in the Grace Graham Walker Home Management House be reduced from \$32.50 to \$27.50 in the interest of permissible economy.

That the following revised annual salaries of County Agricultural Agents, Club Agents and Home Demonstration Agents, be approved namely:

AGRICULTURAL EXTENSION

CHANGES IN SALARIES OF COUNTY EXTENSION AGENTS COUNTY AGRICULTURAL AGENTS

Name	County	Maximum Salary July 1, 1931	Reduced Salary	Date Effective	Amount of De- crease	Per Cent De- crease
Alspach, C. B.	Licking	\$3,500.00	\$3,000.00	Feb. 1, '33	\$ 500.00	14.3
Anderson, O. H.	Mercer	2,800.00	2,400.00	Mar. 1, '32	400.00	14.3
Anderson, S. L.	Knox	3,600.00	3,235.00	Jan. 1, '33	365.00	10.1
			2,200.00	Mar. 1, '33	1,400.00	38.8
Applegate, V. G.	Harrison	2,700.00	2,300.00	Feb. 1, '33	400.00	14.8
Barnhart, W. S.	Muskingum	3,800.00	3,405.00	Feb. 1, '33	395.00	10.4
Bear, L. K.	Union	2,500.00	2,287.50	Jan. 1, '33	212.50	8.5
Bell, F. I.	Williams	2,800.00	2,400.00	July 1, '32	400.00	14.3
Blair, F. K.	Ottawa	2,800.00	2,200.00	Feb. 1, '33	600.00	21.4
Bluck, W. L.	Clinton	3,500.00	2,300.00	Jan. 1, '33	1,200.00	34.3
Boltz, Geo. E.	Tuscarawas	3,000.00	2,725.00	Jan. 1, '33	275.00	9.2
Bond, E. H.	Henry	3,000.00	2,725.00	Mar. 1, '33	275.00	9.2
Boyd, Jos. H.	Hamilton	3,600.00	3,235.00	Jan. 1, '33	365.00	10.1
Burris, V. D.	Medina	3,000.00	2,725.00	Jan. 1, '33	275.00	9.2
Chambers, G. H.	Hocking	2,500.00	2,287.50	Jan. 1, '33	212.50	8.5
Miller, Lester	Warren	2,400.00	2,200.00	Jan. 1, '33	200.00	8.3
		(eff. 10/1/32)				
Clymer, R. R.	Defiance	2,500.00	2,200.00	July 1, '32	300.00	12
Colville, H. M.	Carroll	2,500.00	2,287.50	Feb. 1, '33	212.50	8.5
Coulson, Henri	Monroe	3,000.00	2,725.00	Jan. 1, '33	275.00	9.2
Cunningham, O. L.	Montgomery	4,300.00	3,300.00	Jan. 1, '33	1,000.00	23.2
Dowds, D. D.	Champaign	2,300.00	2,200.00	July 1, '32	100.00	4.2
Drake, E. A.	Greene	2,800.00	2,400.00	Jan. 1, '33	400.00	14.2
Dustman, G. A.	Wayne	3,100.00	2,800.00	Jan. 1, '33	300.00	9.7
Ford, W. H.	Highland	2,800.00	2,300.00	July 1, '32	500.00	17.9
Gibboney, C. N.	Preble	3,000.00	2,300.00	Jan. 1, '33	700.00	23.3
Gilkey, J. R.	Richland	3,200.00	2,895.00	Jan. 1, '33	305.00	9.5
Haag, P. E.	Adams	2,800.00	2,550.00	Feb. 1, '33	250.00	8.9
Haskins, F. G.	Lake	3,000.00	2,725.00	Jan. 1, '33	275.00	9.1
Hedge, J. C.	Mahoning	3,700.00	3,320.00	Jan. 1, '33	380.00	10.3
Henderson, Floyd	Jackson	2,200.00	2,025.00	Jan. 1, '33	175.00	7.9
Herrman, D. T.	Butler	3,900.00	3,000.00	Nov. 1, '32	900.00	23
Hummon, C. T.	Fulton	2,660.00	2,500.00	Mar. 1, '33	160.00	6
Hummon, Guy	Huron	2,800.00	2,550.00	Jan. 1, '33	250.00	8.9
Johnson, J. F.	Paulding	2,200.00	2,200.00	Oct. 1, '31		
Johnson, T. H.	Athens	2,800.00	2,550.00	Feb. 1, '33	250.00	8.9
Keeler, F. R.	Ross	2,800.00	2,550.00	Jan. 1, '33	250.00	8.9
Kennard, T. C.	Vinton	2,500.00	2,287.50	Feb. 1, '33	212.50	8.5
Keyser, O. R.	Stark	3,600.00	3,235.00	Jan. 1, '33	365.00	10.1
Kreitler, G. W.	Meigs	3,500.00	3,150.00	Jan. 1, '33	350.00	10
Kurtz, Lloyd	Wood	2,700.00	2,464.50	Jan. 1, '33	235.50	8.7
Lang, R. W.	Belmont	3,200.00	2,720.00	Jan. 1, '33	480.00	15
Lee, Charles	Pike	2,200.00	2,025.00	Jan. 1, '33	175.00	7.9
Lower, F. I.	Columbiana	3,500.00	2,800.00	Feb. 1, '33	700.00	20
McGrew, C. D.	Trumbull	2,900.00	2,400.00	Feb. 1, '33	500.00	17.2
		(eff. 10/1/31)				

Names	County	Maximum Salary July 1, 1931	Reduced Salary	Date Effective	Amount of De- crease	Per Cent De- crease
Miller, D. P.	Darke	3,185.00	2,475.00	Jan. 1, '33	710.00	22.3
Milner, A. R.	Geauga	2,500.00	2,287.50	Feb. 1, '33	212.50	8.5
Montgomery, W. W.	Fayette	2,800.00	2,300.00	Jan. 1, '32	500.00	17.8
Munger, R. W.	Shelby	3,800.00	2,200.00	July 1, '32	1,100.00	33.3
Phares, V. R.	Van Wert	2,500.00	2,200.00	Mar. 1, '32	300.00	12
Porter, Stanley	Lawrence	2,800.00	2,550.00	Jan. 1, '33	250.00	8.9
Reading, B. W.	Sandusky	2,700.00	2,462.50	Jan. 1, '33	237.50	8.7
Rowland, C. E.	Clark	3,500.00	3,150.00	Jan. 1, '33	350.00	10
		(eff. 1/1/32)				
Sands, O. D.	Miami	3,000.00	2,400.00	Mar. 1, '33	600.00	20
Shilliday, N. H.	Ashland	2,888.00	2,500.00	July 1, '32	388.00	13.5
Smith, A. H.	Washington	3,600.00	2,360.00	Jan. 1, '33	1,240.00	34.4
Sorensen, A. L.	Holmes	2,900.00	2,300.00	Mar. 1, '33	600.00	20.6
Taylor, F. P.	Jefferson	3,500.00	3,000.00	Jan. 1, '33	500.00	14.3
Thayer, H. F.	Fairfield	3,200.00	2,800.00	Jan. 1, '33	400.00	12.5
Thomas, R. M.	Scioto	3,000.00	2,700.00	Feb. 1, '33	300.00	10
Townsend, E. F.	Perry	2,800.00	2,550.00	Feb. 1, '33	250.00	8.9
Utz, E. J.	Auglaize	3,300.00	2,200.00	Jan. 1, '33	1,100.00	33.3
Varney, H. H.	Ashtabula	3,400.00	3,065.00	Jan. 1, '33	335.00	9.8
Ward, H. S.	Cuyahoga	4,000.00	3,575.00	Jan. 1, '33	425.00	10.6
Wetherell, Carl	Coshocton	2,200.00	1,850.00	Jan. 1, '33	350.00	15.9
Whonsetler, J. E.	Franklin	4,000.00	3,400.00	Jan. 1, '32	600.00	15
Williams, E. O.	Lucas	3,500.00	2,800.00	Mar. 1, '33	700.00	20
Wilson, H. N.	Clermont	2,800.00	2,550.00	Jan. 1, '33	250.00	8.9
Work, Ross	Logan	2,700.00	2,200.00	Jan. 1, '33	500.00	18.5
Wright, M. R.	Summit	3,600.00	2,784.00	Jan. 1, '33	816.00	22.6
Wyckoff, W. W.	Guernsey	2,800.00	2,200.00	Jan. 1, '33	600.00	21.4
COUNTY CLUB AGENTS						
Baker, Lyman	Madison	2,200.00	2,025.00	Jan. 1, '33	175.00	7.9
Battles, Kenneth	Ashtabula	2,900.00	2,637.50	Jan. 1, '33	262.50	9
Bibbee, C. R.	Hamilton	3,600.00	3,235.00	Jan. 1, '33	365.00	10.1
Bird, C. Alice	Lorain	1,900.00	1,900.00	July 1, '32		
Black, Sanna	Muskingum	2,600.00	2,375.00	Feb. 1, '33	225.00	8.6
Caldwell, C. C.	Montgomery	3,400.00	2,700.00	Jan. 1, '33	700.00	20
Everhart, G. G.	Knox	2,400.00	2,200.00	Jan. 1, '33	200.00	8.3
Harshfield, H. W.	Cuyahoga	3,400.00	3,065.00	Jan. 1, '33	335.00	9.8
Lowther, Wm. A.	Tuscarawas	2,100.00	1,937.50	Jan. 1, '33	162.50	7.7
Maxwell, J. N.	Portage	2,500.00	2,287.50	Jan. 1, '33	212.50	8.5
McIntosh, S. N.	Medina	2,400.00	2,200.00	Jan. 1, '33	200.00	8.3
HOME DEMONSTRATION AGENTS						
Barthelmeh, Addis	Stark	2,750.00	2,475.00	July 1, '32	275.00	10
Ear, Virginia	Auglaize	2,100.00	1,700.00	Mar. 1, '33	400.00	19
Berry, Edith	Fairfield	2,300.00	1,900.00	Jan. 1, '33	400.00	17.3
Booth, Florence	Mahoning	2,700.00	2,460.00	July 1, '32	240.00	8.8
Brown, Helen D.	Trumbull	2,500.00	2,050.00	Feb. 1, '33	450.00	18
Childs, Edith	Summit	2,700.00	2,102.00	Jan. 1, '33	598.00	22
Fernald, Mabel	Huron	2,700.00	2,442.50	Jan. 1, '33	257.50	9.5
Graddy, Elizabeth	Warren	1,900.00	1,850.00	Jan. 1, '33	50.00	2.6
Greer, Rossie	Lake	2,750.00	2,506.75	Jan. 1, '33	243.25	8.8
Hedge, Isabel	Belmont	2,800.00	2,320.00	Jan. 1, '33	480.00	17.1
Kinsey, Eva M.	Washington	2,800.00	2,200.00	Jan. 1, '33	600.00	21.4
Minturn, Ruth	Miami	2,500.00	1,900.00	Mar. 1, '33	600.00	21.5
Frewitt, Ruth	Lucas	2,300.00	1,900.00	Mar. 1, '33	400.00	17.3
Hughes, Hazel Q.	Sandusky	2,200.00	1,900.00	Mar. 1, '33	300.00	13.6
Radford, Ruth	Greene	2,300.00	2,100.00	Jan. 1, '33	200.00	8.6
Silcott, Dorothy	Montgomery	2,300.00	2,100.00	Jan. 1, '33	200.00	8.7
Sparks, Emma	Darke	2,655.00	2,400.00	July 1, '32	255.00	9.2
Tingley, Katherine	Prebble	2,100.00	1,900.00	July 1, '32	200.00	9.5
Tresch, Grace	Ashland	2,204.00	2,200.00	July 1, '32	4.00	.018
Wagner, Grace	Wood	2,400.00	2,200.00	Jan. 1, '33	200.00	8.3
Watts, Nellie	Franklin	2,800.00	2,380.00	Jan. 1, '32	420.00	15

That, upon the recommendation of the University Faculty, degrees be awarded to the following students, namely:

DOCTOR OF PHILOSOPHY

Arthur Glenn Chapman, B.S. (Iowa State College of Agriculture and Mechanic Arts, M.Sc.; Arthur Charles Cole, Jr., B.A., M.Sc.;

Marion Earle Collins, A.B. (Cedarville College), M.A.; Ralph Waldo Cordier, A.B. (Manchester College), M.A.; Dorothy Rose Disher, B.A. (Ohio Wesleyan University), M.A.; Edwin Elbert Heizer, B.Sc. in Agr., M.Sc.; Edward O'Connor Purtee, A.B. (Wittenberg College), A.M. (Columbia University); David Cecil Rife, B.Sc. in Agr., M.A.; Solomon Frederick Whirl, B.A., M.Sc.; Harold Monroe Whitacre, B.S. (Mount Union College), M.A.

MASTER OF ARTS

Kathryn Ruth Aikin, B.A. (Muskingum College); Rudolph Edward Augspurger, A.B. (Bluffton College); Kenneth William Bunce, A.B. (Otterbein College); Demetrio Agustín Cabarga, B.A.; Glenn Dell Duckwall, A.B. (Otterbein College); James Sylvester Few, B.Sc. in Bus. Adm.; Leon Philip Goldstein, B.A.; Addie Celestia Holcomb, B.S. in Edu. (Bowling Green State Normal College); George Lee Johnson, A.B. (Bradley Polytechnic Institute); Alice Ada May, B.Sc. in Edu.; Paul Robert McKain, B.A.; Wilma McCune Mintier, B.A. (Muskingum College); Paul Cross Morrison, B.Sc. in Bus. Adm.; Allen Eugene Rupp, B.A. (Ohio Wesleyan University); Sallie Monnett Sears, B.A. (Ohio Wesleyan University); Elizabeth Shaull, B.A.; Edward Leroy Starr, B.S. (Capital University); Henry T. Weiner, B.A.; James Edwin Wert, B.S. (Adrian College); Joy Lillian Wood, B.Sc. in Edu.

MASTER OF SCIENCE

John Starbuck Alden, B.S. (Davidson College); Ruth Mildred Beard, B.Sc. in Edu.; John Carl Beltz, A.B. (Marietta College); Edith Thoren Channel, Ph.B. (University of Chicago); Joseph Hilary Chilcote, B.Cer.E.; Clyde Oliver Davis, A.B. (Hiram College); Dale Raymond Eberhart, B.A.; Thomas Thurman Folger, B.Sc. in Agr. (Berea College); Howard Joseph Fralish, A.B. (Ripon College); Hubert Graham Guy, B.S.A. (University of Florida); Clarence Samuel Harris, B.A.; Paul Edward King, B.Sc. in Agr.; George Fredric Leydorf, B.E.E.; Dwight Miller Palmer, B.Sc., M.D.; Thomas Walter Reed, B.Sc. in Agr.; Austin Wilbur Secoy, B.Met.E.; Harold Metzler Steiner, B.Sc. in Agr.; Yao Fang Tsou, B.A.; Charlotte Louise Whiteford, B.A.; Anna Caroline Wintzer, A.B. (Mount Union College); Henry Johnson Wolthorn, A.B. (Hope College).

MASTER OF ARTS IN SOCIAL ADMINISTRATION

James Henry Stiffer, A.B. (Hiram College).

BACHELOR OF SCIENCE IN AGRICULTURE

Edward Ralph Amiet; Ralph Edward Bender; Dean Randolph Brant; Donald Audason Charles; Ross Issel Churchward; Blair Maxwell Drake; Charles Adam Haas; Meredith Hall; Herschel Earl Hecker; George Hostetler; Carl Lohmeyer; Cloyd Ellsworth Marshall; Allen William Martin; George Edward McConnell; Dale Frederick Miller; Tom Reed Moorhead; Lloyd Austin Morningstar; Leslie Charles Petri; Claude Elton Rhoad; James Tallman Smith; Ray Emmett Starlin; Wilbur Edward Stucke; Charles Byron Weaver.

BACHELOR OF SCIENCE IN HOME ECONOMICS

Martha Eleanor Beal; Sarah Frances DeWees; Jeannette Gantz; Kathleen Scobie; Ruth Myrl Trout; Hermene Martha Vogel; Doris Lucille Weaver.

BACHELOR OF ARTS

Dorothea Louise Anderson; William John Barker (cum laude); Floyd Barton Chapman; Harold Gibson Davidson; Emma Hamill Edwards; Mark Abraham Freedman; Alice Elsie Garlen; Maurice Fackler Garwood; Marcella Gatterdam; Richard Sheridan Gould; Marian Pellow Handley; Hannibal Hampton Hubble; Herbert Morton Jacobs; Hazel Dell Kefauver (with Distinction in Economics); Harold LeRoy Keiser; Margaret Isabel Kelso; Willis Joseph Kirkbride; Daniel Baxter Krumm; Thornton Lake; Clark Clayton Lashaw; Richard Walter Lindsay; Elizabeth Adair Miles; Elizabeth Caroline Noe; Matthew Anthony Norcia; Paul Albert Oelgoetz; Lewis Kirts Osborne; Andrew Lawrence Petrillo; Lillian Marie Posch; Elizabeth Morrow Reeder (cum laude and with High Distinction in Zoology); Sieghardt Michael Riegel (cum laude and with Distinction in German); Ruth Woods Smith; Douglas Harold Stanton; Charles Leonard Stiers; William Onslow Sweet; Carl Herman Tangeman; John David Workman (summa cum laude and with High Distinction in German).

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

Robert Louis Anderson; Wilbur Ronald Ansley; Gerald Robert Aronson; Louis Barrett Baldwin; Samuel Boyer Berwald; Leon Henry Best; Lloyd William Bogart; Daniel Charles Bonbright; Herbert St. Clair Boring, Jr.; Donald Harper Fisher; Carrie Elizabeth Fleming; Albert Geller Gilsdorf; Albert Boyd Henry; Orland Melvin Hooek; Joseph Santford Huffer; Harold Harris Jacobs; William Louis Jonas; Clara Frances Ketner; Thorald Strock Klinedinst; John Frederick Konnerth; Herman William Lackman; Kenneth Ashley Manring; Jay Fleming Merchant; James Ernest Otto; Laura Phillips Rawn; Albert Robert Schneider; James Joseph Sexton, Jr.; James Emory Shields; Mildred Lucille Spring; Bernard Parnell Sweeney; Joseph William Thomas; Earl Fredrick Thurn; Ronald Dalton Williams; Franklin Eugene Wilson; Hunter Dent Young.

BACHELOR OF SCIENCE IN JOURNALISM

Richard Maximilian Hettinger; David Ellsworth Riley; Clarence Gordon Spirakus.

BACHELOR OF SCIENCE IN SOCIAL ADMINISTRATION

Odessa Nason.

BACHELOR OF SCIENCE IN EDUCATION

Philip Atkins; Martha Leonard Corrodi; Vera Burdette Dickerson; Katharyn Elizabeth Distelrath; William Richard Fiedler, B.I.E.; Emma Mae Force; Christine Olive Fortin, B.A. (Smith College); Robert Lee Hart; Juanita Bernadine Hummell; Lucile Elizabeth Hunt; Arthur Walter Lee, B.A.; Edith Naomi Lehman; Eleanor Marshall, B.A.; Homer John McCandless; Harold Arthur Mitts; Paul Merle Moyer; Anna Harriet Mura; Louis Joseph Peppe; Bessie Phillips; Wilbur Warner Phillips; Leland Stanford Purdy; Bernice Elizabeth Rowles; Augusta Caroline Schmandt; John Jackson Slaughter; Faye Hulshizer Smith; Harvey Clinton Tucker; Margaret Rosamond Williams.

BACHELOR OF FINE ARTS

Maynard Stephen Warner; William Widney Wells.

BACHELOR OF ARCHITECTURE

Melvin Theodore Werner.

BACHELOR OF ARCHITECTURAL ENGINEERING

Willard Lindley Bundy; William Thomas Halligan; John William Koenig; Richard Melvin Larimer; Wilbert Nelson Welty.

BACHELOR OF CERAMIC ENGINEERING

James Allen Eagleson.

BACHELOR OF CHEMICAL ENGINEERING

Ralph Everett Cramer.

BACHELOR OF CIVIL ENGINEERING

David Warren Force; Philip Gutter; Stephen Eugene Kaliher; John Franklin Piper; Carl Dilts Walker.

BACHELOR OF ELECTRICAL ENGINEERING

Francis Marion Hageman; Francis Albert Liedel; Emanuel Matthews.

BACHELOR OF ENGINEERING IN MINING

Clyde Clinton Tiffany.

BACHELOR OF INDUSTRIAL ENGINEERING

James William Gwyn; Harold Chester Miller; Lyle A. Sanders; Norman M. Sullivan; Roger Leroy Weider.

BACHELOR OF METALLURGICAL ENGINEERING

Charles William Alesch; Robert Alfred Blackburn; Henry Whitney Warner; Laurence A. Weaver.

BACHELOR OF SCIENCE IN PHARMACY

Otto Kenneth Michaelis, Jr.

DOCTOR OF VETERINARY MEDICINE

Walter Leo Dunlap.

* * * * *

The President announced to the Board that at the opening of the coming Spring Quarter there will probably be many students requesting permission to defer payment of fees. By general agreement, this matter was referred to a committee consisting of the President, the Vice-President and the Secretary, with full power to act.

* * * * *

The President now brought to the attention of the Board various matters following which grew out of the activity of the University Faculty Committee on Courses, Activities and Program, in accordance with the action of the University Faculty on December 15, 1932, which reads as follows:

"Moved that the Committee on the Reorganization of Courses be requested to file 100 numbered mimeographed copies of their report in the office of the President, or in such place or places as the President shall direct, for the use of this faculty; that these copies remain available for faculty use for ten days; that members of the faculty be permitted to

take out copies by signing a receipt and a pledge to recognize and preserve the confidential character of the document.”,

and the earlier action of the University Faculty dated July 19, 1932, which provides that during this period of ten days departments and colleges should file exceptions to be submitted to the Board of Trustees with the report.

As a matter of history it should be stated that on January 21, 1933, the Committee made a partial report of its work which was distributed in accordance with the faculty action of December 15th. Departments and members of the faculty interested sent communications to the President's Office containing their commendations, their objections and exceptions to the report of the Committee. These were considered by the President and were then handed complete to the University Faculty Committee which gave careful consideration to them and held conferences with members of the University faculty in regard to them. Out of this consideration have grown the recommendations which are herewith submitted by the President of the Board of Trustees.

In presenting these recommendations the President referred to the history and activities of the Committee, and stated the types of objections that had been made to its report so that the Board of Trustees was well advised in accordance with the faculty action on July 19, 1932. The following recommendations were thereupon submitted by the President.

1. That beginning with the school year 1933-34 all persons appointed as Graduate Assistants shall hold a Master's degree or shall have had at least one year of graduate study or professional experience in the field in which the graduate assistantship is granted. In exceptional cases, first-year appointments of graduate assistants of outstanding ability may be made although the appointee holds the B.A. degree only. Service shall be rendered for three quarters of the year and compensation shall be fixed at \$450 with exemption from fees as provided by the Board of Trustees and expressed in Rule 160 of the Rules and Regulations of the University Faculty. Services required shall be limited to five hours of teaching or ten hours of laboratory assistance each quarter, or to approximately one-third of full-time work.

All persons appointed as Assistants shall have completed course work for the Ph.D. degree or at least two years of graduate study or professional experience in the field in which the assistantship is granted. Compensation for three quarters of service shall be fixed within the range from \$700 to \$1000 with exemption from fees as provided by the Board of Trustees and expressed in Rule 160 of the Rules and Regulations of the University Faculty. Services required shall be limited to the equivalent of ten hours of teaching or twenty hours of laboratory assistance each quarter, or to approximately two-thirds of full-time work. Graduate students who now hold assistantships but who cannot satisfy these requirements shall be reduced to the rank and compensation of Graduate Assistants. Assistants who complete the work for the degrees for which they are now registered should be replaced by Graduate

Assistants, unless particular conditions warrant the retention.

The minimum salary of instructors shall be fixed at \$1800. No academic titles other than Graduate Assistant, Assistant and Instructor shall be recognized below the rank of Assistant Professor.

2. That the following regulations be adopted for the control of class sizes, effective at the beginning of the Autumn Quarter 1933:

A. Rules applicable to classes in the 400-500 group.

- a. A course offered only once during the three quarters of the regular academic year which has failed to secure an average enrollment of fifteen during the two preceding years shall be withdrawn from the catalog or limited to alternate years.
- b. A course offered during two quarters of the regular academic year which has failed during the preceding year to secure a total enrollment of 40 shall be offered during one quarter only.
- c. A course offered during three quarters of the regular academic year which has failed during the preceding year to secure a total enrollment of 75 shall be withdrawn for one quarter, and, if the total enrollment is less than 40, it shall be withdrawn for two quarters.
- d. In case an elective course during a current quarter fails to secure an enrollment of 12, it shall be withdrawn for that quarter despite the fact that its record of enrollment during the preceding year permits its listing under rules a, b, or c.

B. Rules applicable to classes in the 600-700 group:

- e. A course offered only once during the three quarters of the regular academic year which has failed to secure an average enrollment of 10 for the last two times that it was given, shall be withdrawn from the catalog or limited to alternate years.
- f. A course offered during two quarters of the regular academic year which has failed during the preceding year to secure a total enrollment of 25 shall be offered during one quarter only.
- g. A course offered during three quarters of the regular academic year which has failed during the preceding year to secure a total enrollment of 45 shall be withdrawn for one quarter, and if the total enrollment is less than 25 it shall be withdrawn for two quarters.
- h. In case an elective course during a current quarter fails to secure an enrollment of 8, it shall be withdrawn for that quarter despite the fact that its record of enrollment permits its listing under rules e, f, or g.

C. A course withdrawn or suspended under these rules

may be restored by following the procedure for introduction of new courses.

- D. These regulations do not apply to minor and major research problem courses, or to honors courses, or to courses in which special types of instruction or equipment, or limited laboratory facilities, require that, without reference to expense, classes be smaller than those provided for by these regulations. All exceptions of these types must be authorized by the Council on Instruction each year.
 - E. Courses for which there is inherently a limited demand but which are essential to the University's program, may be exempted from these regulations in whole or in part, by the Council on Instruction. Each such course shall be considered annually upon its individual merits by the Council on Instruction.
3. That the following standards be applied to the formation of class sections in a course:
 - A. When the registration in a course for a particular quarter is less than 25 students, it shall be taught in one section only.
 - B. When the registration in a course for a particular quarter is less than 50 and more than 25 students, it shall be taught in not more than two sections.
 - C. When the registration in a course for a particular quarter exceeds 50 students, the sections into which it is divided must be so formed that no section has less than 20 students.
 - D. Where specialized methods of instruction are employed or where there are peculiar difficulties in the student's schedule, the application of these rules may be modified by the chairman of the department and the Dean of the college upon approval of the President.
 4. That the following requirements relating to certain courses be approved:
 - A. In order that a course may be classified as a 600 or 700 course for credit in the Graduate School, it must require at least Junior standing for admission, and have, in addition, prerequisites which amount to twenty quarter hours in the same and allied subjects of which a minimum of at least ten quarter hours must be in the same subjects, or thirty quarter hours in not more than two allied subjects.
 - B. In order that a course may be classified as an 800 course for credit in the Graduate School, it must be open only to students in the Graduate School and have prerequisites which amount to thirty quarter hours in the same subject and allied subjects of which a minimum of fifteen quarter hours must be in the same subject.
 - C. Departments will submit to the Graduate School for approval a statement for each course in the 600 and 800 groups showing the prerequisites for each course

offered by the department in terms that designate the prerequisites that are to be regarded as belonging to the same subject and those that are regarded as allied subjects.

5. That the College of Arts and Sciences be authorized to provide for the transfer of all courses and work in Astronomy to the Department of Physics, and to reshape the courses in this subject or to formulate new courses in accordance with University procedure, and that the separate Department of Astronomy be accordingly discontinued.

Upon motion of Mr. Caton, seconded by Mr. Laybourne, the above recommendations of the President were upon roll call unanimously approved.

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At this time the President presented for the information of the Board a report on the progress of the development of the University Botanic Garden, containing a list of the plants and a map of the Garden. This report was ordered filed.

* * * * *

The President brought to the attention of the Board the following actions of the University Faculty, under date of December 15, 1932, relating to credits in the Graduate School and the requirements for advanced degrees, which were approved:

- I. That the recommendation of the University Faculty of December 15, 1932, with reference to granting certain credit for the master's degree be approved, namely,
 "That a graduate student may earn fifteen hours of credit towards the Master's degree by ad interim and Em work, of which not more than five hours shall be by the Em method. However, Em credit shall not be granted until the student has been in residence and satisfactorily completed one Quarter's work in the Graduate School."
- II. That the recommendation of the University Faculty to establish the degree of Master of Business Administration setting forth the general requirements for such degree, dated December 15, 1932, be approved.
- III. That the recommendation of the University Faculty of December 15, 1932, establishing a combination curriculum of the College of Arts and Sciences and the Graduate School, in pursuance of which a student may earn the degree of Bachelor of Arts and of Master of Arts at the same time be approved.

* * * * *

Thereupon the Board adjourned to meet on Monday, April 10th, 1933, 9:30 A. M., at the University.

Attest:

(Signed) CARL E. STEEB,
Secretary.

(Signed) H. S. ATKINSON,
Chairman.

OFFICE OF THE BOARD OF TRUSTEES
THE OHIO STATE UNIVERSITY

Columbus, Ohio, April 10, 1933.

The Board of Trustees met at Columbus, Ohio, at 9:30 A. M., pursuant to adjournment.

Present: Herbert S. Atkinson, Chairman, Lawrence E. Laybourne, Mrs. Alma W. Paterson, John Kaiser, Harry A. Caton, and the Honorable Newton D. Baker, appointed by Governor White on December 21, 1932 to succeed the Honorable Egbert H. Mack, resigned as of December 20, 1932. Director B. O. Skinner of the State Department of Education was also present.

* * * * *

The minutes of the last meeting were approved.

President Rightmire called to the attention of the Board the financial situation facing the University during the coming biennium, and explained the steps now being taken to meet the greatly reduced revenues as carried in the Executive budget.

Vice-President Morrill advised the Board of the present status of legislative procedure insofar as appropriation bills are concerned.

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Mr. Abernathy of the State School for the Deaf, presented to the Board by Director Skinner, made a statement concerning the Department of Phonetics and the relations of that department to the work with the deaf.

* * * * *

Upon motion of Mr. Kaiser, seconded by Mr. Caton, the following recommendations of the President, as presented below, were upon roll call unanimously approved:

Resignations

The following resignations were accepted and the balance cancelled in accordance with the general rule:

Name	Title	Date Effective	Annual Rate
<i>Agricultural Extension</i>			
Henry Taylor	Co. Agr. Agent, Brown County	July 31, 1933	2,200.00
<i>College of Agriculture</i>			
<i>Animal Husbandry</i>			
Lawrence G. Brubaker	Grad. Assistant	Mar. 28, 1933	477.00
<i>Farm Marketing</i>			
Floyd E. Davis	Assistant	Mar. 31, 1933	1,680.00
<i>College of Arts and Sciences</i>			
<i>Geology</i>			
Ralph B. Senseman	Stud. Assistant	Mar. 27, 1933	99.00
<i>College of Education</i>			
<i>Fine Arts</i>			
Benjamin Bowman	Stud. Assistant	Mar. 27, 1933	99.00
<i>College of Engineering</i>			
<i>Administration</i>			
Effa Harm Wikoff	Stenographer	Mar. 31, 1933	1,140.00
<i>College of Medicine</i>			
<i>Medicine</i>			
Richard H. Wallace	Assitant	Jan. 1, 1933	192.00

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<i>Starling-Loving Hospital</i>			
Cornelius Clark	Janitor	Mar. 31, 1933	1,032.00
(Mr. Clark died March 23, 1933)			
<i>Graduate School</i>			
Edward C. Simmons	Scholar	Apr. 1, 1933	288.00
<i>Administrative Division</i>			
<i>Mailing Department</i>			
Glenn S. Cooper	Statistical Machine Operator (Position abolished)	Mar. 31, 1933	1,680.00
*	*	*	*

Appointments

The following appointments were approved and the necessary amount appropriated to meet the salaries in accordance with the general rule:

Name	Title	Effective	Quarters	Annual Rate
<i>College of Agriculture</i>				
<i>Agricultural Engineering</i>				
G. W. McCuen	Project Director of Rural Electrification	July 1, 1933		No sal.
I. P. Blauser	Secretary and Field Engineer	July 1, 1933		3,600.00
(Salary to be paid by East Central Division of the National Electric Light Association as long as funds are available)				
<i>Franz Theodore Stone Laboratory</i>				
Raymond C. Osburn	Director	Su. Qr.	Su.	600.00 period
Frederick H. Krecker	Asst. Director	Su. Qr.	Su.	600.00 period
Clarence H. Kennedy	Prof. of Entomology	Su. Qr.	Su.	600.00 period
Lewis H. Tiffany	Prof. of Botany	Su. Qr.	Su.	600.00 period
Stephen R. Williams	Prof. of Zoology	Su. Qr.	Su.	450.00 period
Mrs. Ethel M. Miller	Librarian	Su. Qr.	Su.	450.00 period
(To be named later)	Assistant	Su. Qr.	Su.	200.00 period
(To be named later)	Stenographer	Su. Qr.	Su.	200.00 period
<i>College of Arts and Sciences</i>				
<i>Geology</i>				
Jean M. Walker	Stud. Assistant	Sp. Qr.	Sp.	99.00
<i>Mathematics</i>				
Robert F. Rinehart	Grad. Assistant	Sp. Qr.	Sp.	159.00 period
<i>College of Commerce and Administration</i>				
<i>Sociology</i>				
Ronald B. Almack	Assistant	Sp. Qr.	Sp.	159.00 period
<i>College of Education</i>				
<i>Fine Arts</i>				
Herbert Saunders	Stud. Assistant	Sp. Qr.	Sp.	99.00
<i>Music</i>				
Olwen E. Jones	Part-time Instr.	Sp. Qr.	Sp.	141.00 period
<i>College of Engineering</i>				
<i>Administration</i>				
Helen Vogel	Clerk	Apr. 1, 1933		1,080.00

*College of Medicine**Starling-Loving Hospital*

Jess Coles	Janitor	Apr. 1, 1933	864.00
Landon Reed	Janitor	Apr. 1, 1933	684.00
Norman Earl Lust	Orderly	Mar. 23, 1933	684.00

Graduate School

Solomon F. Whirl	Honorary Fellow	Apr. 1, 1933	Sp.	No sal.
Dorothy R. Disher	Honorary Fellow	Apr. 1, 1933	Sp.	No sal.
Cyril Donaldson	Delco Appliance of the Department	Apr. 1, 1933	Su.) Sp. '33)	250.00 qr.

(Mr. Donaldson's salary to be paid from funds deposited in the office of the Business Manager by the Delco Appliance Corporation of Rochester, New York)

*President's Division**Physical Education for Women*

Warrine Eastburn	Instructor	Sp. Qr.	Sp.	300.00 period
Gladys E. Palmer	Acting Chairman of the Department	At once for the balance of the current year.		
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Change in Salary

Name	Title	Effective	From	To
<i>College of Commerce and Administration</i>				
<i>Sociology</i>				
James T. Laing	Assistant	Sp. Qr.	318.00 qr.	159.00 qr.
*	*	*	*	*

*Miscellaneous**Recommendations*

That the quarters of service of Norman N. Beil, Graduate Assistant in the Department of Chemistry, be changed from Autumn, Winter and Spring 1932-1933 to Autumn, 1932, Winter and Summer, 1933 with salary payments to continue through the Spring Quarter instead of the Summer Quarter.

That the quarters of service of Clyde Davis, Graduate Assistant in the Department of Chemistry, be changed from Autumn, Winter and Spring 1932-1933 to Autumn, 1932, Winter and Summer, 1933 with salary payments to continue through the Spring Quarter instead of the Summer Quarter.

That the quarters of service of Harry Gehman, Graduate Assistant in the Department of Chemistry, be changed from Autumn, Winter and Spring 1932-1933 to Autumn, 1932, Winter and Summer 1933.

That the quarters of service of G. B. Fitch, Instructor in the Department of Romance Languages, be changed from Autumn, Winter and Spring 1932-1933 to Autumn, 1932, Winter and Summer 1933.

That the quarters of service of E. H. Price, Instructor in the Department of Romance Languages, be changed from Summer, Autumn, Winter and Spring 1932-1933 to Summer, Autumn and Winter 1932-1933.

That the quarters of service of H. Schuyler Foster, Jr., Instructor in the Department of Political Science, be changed from Summer, Autumn and Winter 1932-1933 to Summer, Autumn, Winter and Spring 1932-1933 with the understanding that he is to be scheduled for only two quarters during 1933-1934 (Winter and Spring).

That the quarters of service of Donald L. Fernholz, Graduate Assistant in the Department of Botany, be changed from Autumn, Winter and Spring 1932-1933 to Autumn, 1932, Winter and Summer, 1933.

That Samuel Shenker, Research Engineer, Engineering Experiment Station, be given a month's leave of absence without salary during March 1933, and that payments be made to him during April, May and June 1933 in accordance with his eleven months contract.

That Lillian Hacker, Stenographer, Bureau of Business Research, be granted a leave of absence, without salary, for three months, effective February 16, 1933.

That the study of the practicability of the use of electricity in agriculture and in farm life be continued after July 1, 1933, for such time as the balance of funds paid in by the National Electric Light Association will cover; this will provide for the continuance of the work now carried on by the engineer, Mr. I. P. Blauser, on the salary being paid to him at present, and also for the continuance of the direction of the project by Professor G. W. McCuen, without salary, of the Department of Agricultural Engineering. These funds have come from the National Electric Light Association under an agreement which extends to June 30, 1933, and by action of the executive committee of the East Central Division of that Association, any balance unexpended at that date shall be used to continue the project. Mr. Blauser's salary is \$3600.00.

That the proposal of the Delco Appliance Corporation of Rochester, New York, to establish a fellowship for investigation of the combustion chambers of small gasoline engines, be accepted and that Cyril Donaldson be appointed to this Fellowship at a salary of \$250.00 per quarter, working under the direction of Mr. A. H. Dierker, Research Engineer, Engineering Experiment Station.

That the proposal of the alumnae of the Nursing School of the Ohio State University to establish an endowment for a room in the Starling-Loving Hospital for sick members of the organization be accepted with appreciation; payments received for this purpose will be handled as usual by the Bursar of the University.

That a refund of \$70.00 be made to Earl E. Keller, consisting of incidental fees paid during the Summer Quarter 1931 and the Spring and Summer Quarters of 1932, and the matriculation fee. Mr. Keller has presented satisfactory evidence that he was in active service in the United States Army during the World War and was a legal resident of Ohio prior to his enlistment. He made the above payments without knowledge of the provisions of the Jones Act.

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Upon motion of Mr. Baker, seconded by Mr. Kaiser, the matter of granting a leave of absence of one month to the Business Manager for the purpose of visiting seven District Conferences of Rotary International was referred to the President with power to act.

* * * * *

The President now brought to the attention of the Board further matters growing out of the first and second partial advance reports, dated respectively January 21 and March 31, 1933, of the University Faculty Committee on Courses, Activities and Program, in accordance with the action of the University Faculty and the approval of the Board of Trustees setting up the said Committee.

The procedure to be followed in reference to a report of this Committee has been observed and all members of the Faculty having objections to any part of the report have been given the opportunity to file the same with the President and to confer about them. These objections and comments have also been brought to the attention of

the University Faculty Committee and it has likewise given them consideration.

In connection with each of the matters following the President presented to the Board of Trustees the recommendation of the University Faculty Committee, the criticism and comments thereon by interested members of the Faculty both in favor of and against the proposal, and after reviewing these matters made the recommendations which follow. These do not always conform exactly to the recommendation made by the University Faculty Committee, but the alterations found therein are the result of extended conferences and inquiries through which a very complete statement of views was possible.

It is hereby recommended for the consideration of the Board:

1. That the College of Agriculture be authorized to organize and put into effect a Junior School of Agriculture, for the purpose of providing two years of training for students who cannot continue through a four-year course in agriculture; this School will provide for the student a body of knowledge which he may take back to farming operations as well as some cultural study, and will also furnish the foundation for going forward with a four-year course. Completion of the Junior School of Agriculture would entitle the student to a certificate but not a degree. This action is to be effective July 1, 1933.
2. That the Department of Soils be united with the Department of Farm Crops into a single department to be called the Department of Agronomy; this action to become effective July 1, 1933.
3. That the Department of Public Health and Hygiene be abolished, and that the present personnel, so far as possible and necessary, be assigned to service in the next annual operating budget; said action to become effective July 1, 1933.
4. That the Department of Bibliography be abolished, effective at the opening of the Spring Quarter, 1933.
5. That there be appropriated \$13,250 for the Summer Quarter session of the University in 1933, to be expended upon special contracts with certain members of the teaching staff who will not be teaching in the Summer Quarter as a part of their annual obligation. The proposed program for this Summer Quarter is considerably less than the Summer Quarter offerings for the last few years, but it will represent what is regarded as a minimum offering even under the present financial conditions; however, its importance to the public school teachers and administrators, and to college teachers and many others students renders it impossible to provide a sufficient program without the additional money herein recommended. The allocation of this sum to individual items shall be made by the Summer Quarter Council subject to the approval of the President.
6. That the following departments of the College of Education be merged into one department to be entitled the Department of Education, namely, School Administration,

Principles and Practice of Education, History of Education, Adult Education, and Practical Arts and Vocational Education, and that the faculty of the new department also include representatives from other departments in the College of Education which are devoted in part only to professional education.

That in accordance with the University custom, said Department of Education shall have a chairman to be nominated by the Dean of the College to the President for recommendation to the Board of Trustees.

That the Faculty of the said Department of Education elect an executive committee for the year 1933-34 composed of three members of the departmental staff, to advise and assist in the solution of questions arising out of the consolidation of departments and the formulation of the future program of the department.

That the said Department of Education come into existence and the said organization thereof begin to function on July 1, 1933.

Upon motion of Mr. Laybourne, seconded by Mr. Kaiser, the above recommendations of the President were upon roll call unanimously approved.

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The President presented the following recommendation:

That expenditures from Interest on Endowment or University appropriations, as the Business Manager may determine, be authorized in the following total amounts for the balance of the year up to July 1, 1933, in payment for necessary personal service, labor, supplies, etc., required by the Department of Physical Education for the conduct of intramural and intercollegiate activities.

A-1 Salaries.....	\$14,184.00
A-2 Wages	500.00
C-4 Office supplies	50.00
C-4a Office postage	25.00
C-5 Medical and surgical supplies.....	25.00
C-8 Educational and recreational supply.....	500.00
F-7 Communication	150.00
Total.....	\$15,434.00

Upon motion of Mr. Kaiser, seconded by Mrs. Paterson, the above recommendation of the President was upon roll call unanimously approved.

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Thereupon the Board adjourned to meet on Monday, May 8th, 1933, 9:30 A.M., at the University.

Attest:

(Signed) CARL E. STEEB,
Secretary.

(Signed) H. S. ATKINSON,
Chairman.

OFFICE OF THE BOARD OF TRUSTEES
THE OHIO STATE UNIVERSITY

Columbus, Ohio, May 17, 1933.

The Board of Trustees met at Columbus, Ohio, at 9:30 A. M., pursuant to call of the Chairman.

Present: Herbert S. Atkinson, Chairman, Julius F. Stone, Lawrence E. Laybourne, Mrs. Alma W. Paterson, John Kaiser, and Harry A. Caton.

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The minutes of the last meeting were approved.

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Upon motion of Mr. Laybourne, seconded by Mr. Stone, the following recommendations of the President, as presented below, were upon roll call unanimously approved:

Resignations

The following resignations were accepted and the balance cancelled in accordance with the general rule:

Name	Title	Date Effective	Annual Rate
<i>Agricultural Extension</i>			
H. P. Twitchell	Asst. Professor of Agrl. Engineering	Mar. 31, 1933	3,009.60
C. S. Holland	Asst. Professor of Horticulture	Mar. 31, 1933	3,283.20
E. R. Lancashire	Asst. Professor in Vegetable Gardening	Mar. 31, 1933	3,192.00
Don S. Kochheiser	Asst. Professor in Dairy Technology	Mar. 31, 1933	3,283.20
R. C. Smith	Asst. Professor of Rural Sociology	Mar. 31, 1933	1,824.00
E. P. Reed	Asst. Professor in Farm Crops	Mar. 31, 1933	3,648.00
H. E. Eswine	Asst. Professor of Agrl. Education	Mar. 31, 1933	2,200.00
Bertha B. Everhart	Instructor in Home Economics	Mar. 31, 1933	2,200.00
V. R. Sill	Asst. Agrl. Editor	Mar. 31, 1933	2,200.00
Blanche B. Bowers	Asst. State Leader, Home Dem. Work	Mar. 31, 1933	3,465.60
Hazel Q. Hughes	Home Dem. Agent, Sandusky County	Apr. 30, 1933	1,900.00
<i>College of Arts and Sciences</i>			
<i>Physics</i>			
C. N. Nelson	Grad. Assistant	Apr. 10, 1933	477.00
<i>College of Medicine</i>			
<i>Starling-Loving Hospital</i>			
Corinne Lyons	Part-time Lab. Technician	May 1, 1933	576.00
Maxine Warner	Part-time Gen. Duty Nurse	May 1, 1933	300.00
Norman Earl Lust	Orderly	Apr. 30, 1933	684.00
<i>Physical Plant Division</i>			
<i>Roads and Grounds—Landscape Gardeners</i>			
William Lloyd	Laborer	Apr. 30, 1933	1,254.00
<i>Stores and Receiving</i>			
<i>General Store Room—Rotary</i>			
Arthur R. Thomas	Laborer	Apr. 22, 1933	1,032.00
*	*	*	*

Appointments

The following appointments were approved and the necessary amount appropriated to meet the salaries in accordance with the general rule:

Name	Title	Effective	Quarters	Annual Rate
<i>College of Agriculture</i>				
<i>Animal Husbandry</i>				
George A. Young	Assistant	Sp. Qr.	Sp.	159.00 period
<i>Dairy Technology</i>				
Harry E. Pounds	Sophomore Scholar	Au. Qr. (1932)	Au. Wi. Sp.	100.00
(Salary to be paid from money deposited in the office of the Business Manager by the Noaker Ice Cream Company)				
<i>College of Education</i>				
<i>Fine Arts</i>				
Marjorie Campbell	Asst. Instructor	Apr. 18, 1933	Sp.	75.00 period
Richard Teichert	Assistant	Apr. 18, 1933	Sp.	40.00 period
<i>College of Medicine</i>				
<i>Starling-Loving Hospital</i>				
Gladys Hanes	Operating Room Supervisor	Apr. 1, 1933		140.00 mo.
Reva Gardner	Asst. Operating Room Supervisor	Apr. 1, 1933		1,200.00
Frances A. Welker	Part-time Genl. Duty Nurse	May 1 to July 1, 1933	mo. and maintenance	25.00
John R. Forsythe	Part-time Lab. Technician	May 1, 1933		48.00 mo.
Harlan P. McGregor	Orderly	May 1, 1933		684.00
Maxine Cole	Student Relief Clerk	May 1, 1933 for 6 weeks		420.00 (Rotary)
<i>Graduate School</i>				
David Homer Sutton	Honorary Fellow	Apr. 1, 1933	Sp.	No salary
<i>President's Office</i>				
<i>Emergency School</i>				
John Harold Kegg	Asst. to Director	May 10, 1933 for remainder of Spring Quarter		70.00 mo.
<i>Physical Plant Division</i>				
<i>Roads and Grounds—Landscape Gardeners</i>				
Joseph McGuire	Laborer	May 1, 1933		1,254.00
<i>Stores and Receiving</i>				
<i>General Store Room—Rotary</i>				
J. Carl Adair	Laborer	Apr. 15, 1933		1,032.00

Summer Quarter Appointments

Name	Title	Period	Rate for Period
<i>College of Education</i>			
<i>Fine Arts</i>			
Felix Payant	Professor	1st term, Su. Qr.	300.00
Will Rannells	Asst. Professor	Su. Qr.	450.00
Guy Brown Wiser	Asst. Professor and Acting Chairman	Su. Qr.	450.00
Robert M. Gatrell	Instructor	1st term, Su. Qr.	150.00
Erwin C. Zepp	Assistant	2nd term, Su. Qr.	150.00
<i>Music</i>			
Royal D. Hughes	Professor	1st term, Su. Qr.	600.00
Eugene J. Weigel	Professor	1st term, Su. Qr.	500.00
Hilda E. Dierker	Instructor	1st term, Su. Qr.	350.00
Helen F. Stone	Instructor (part-time)	Su. Qr.	275.00
Dale Haven	Instructor (part-time)	Su. Qr.	275.00
Herbert German	Stud. Assistant	1st term, Su. Qr.	100.00
A. Jerd Bayless	Stud. Assistant	1st term, Su. Qr.	100.00
Dorothy Garver	Stud. Assistant	1st term, Su. Qr.	50.00

Practical Arts and Vocational Education

Burl N. Osburn	Asst. Professor	2nd term, Su. Qr.	400.00
Leslie J. Whale	Asst. Professor	1st term, Su. Qr.	150.00
Leston L. Love	Asst. Professor	1st term, Su. Qr.	300.00
Lloyd L. Jones	Asst. Professor	2nd term, Su. Qr.	450.00
Ernest L. Bowman	Asst. Professor	1st term, Su. Qr.	200.00
Hoyt H. London	Assistant	Su. Qr.	300.00
Herbert H. Sanders	Dept. Assistant	Su. Qr.	200.00

Principles of Education

Reuben H. Price	Instructor	1st term, Su. Qr.	400.00
George H. McClellan	Assistant	1st term, Su. Qr.	100.00
Paul A. Toll	Assistant	1st term, Su. Qr.	100.00
James K. Skipper	Part-time Instructor	Su. Qr.	300.00
Glenn S. Thompson	Part-time Instructor	Su. Qr.	300.00
Gaile A. Carbaugh	Part-time Instructor	Su. Qr.	300.00

School Administration

Worth J. Osburn	Professor	Su. Qr.	1,200.00
J. O. Marberry	Professor	Su. Qr.	1,000.00
Willard W. Bartlett	Instructor	Su. Qr.	400.00
Charles S. Foster	Instructor	1st term, Su. Qr.	400.00
O. Floyd Nixon	Instructor	1st term, Su. Qr.	400.00
Merritt M. Chambers	Instructor	1st term, Su. Qr.	400.00
M. L. Goetting	Instructor	Su. Qr.	400.00
J. E. Wert	Assistant	Su. Qr.	75.00
James L. Hupp	Assistant	Su. Qr.	75.00
James W. Irvine	Assistant	Su. Qr.	150.00
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*Miscellaneous**Recommendations*

That the following travel be authorized, subject to the approval of the State Emergency Board, expense to the State to include railroad fare and pullman in the amount of \$50.00;

Robert C. Higgy, Director of the Broadcasting Station, to attend the annual assembly of the National Advisory Council on Education by Radio, in New York City, May 18-20, 1933.

That Phillip T. Knies, Resident Physician, Starling-Loving Hospital be granted a leave of absence, without salary, from May 15 to June 21, 1933, to attend the session of the Trudeau School of Tuberculosis, at Saranac Lake, New York.

That George Jones of the Bureau of Business Research, be granted a leave of absence, without salary, from April 2 to April 18, 1933, inclusive.

That the appointment of Earl Albert Long and C. Irving Bradford to the Charles A. Coffin Fellowships and their choice of Ohio State University as the institution in which to carry on their research work as graduate students be approved.

The Charles A. Coffin Foundation was established by the General Electric Company and makes provision for annual awards to selected Fellows for research work. Each of the Fellows thereupon chooses the University in which he desires to carry forward his study.

Mr. Long is this year an assistant in the Department of Chemistry of this University and desires to go on with his research work here in that department.

Mr. Bradford is a graduate of Rutgers University and has chosen to continue research work in the Department of Electrical Engineering of this University.

These fellowships are very limited in number and the selection of these departments by the Fellows is a distinct recognition of the University.

That the proposal of the Dairy and Ice Cream Machinery and Supplies Association, Inc., for the continuance of the scholarship in the Department of Dairy Technology be approved. The proposal provides for the payment of Seven hundred and fifty (\$750) Dollars for the support of the scholarship devoted to the study of assigned problems relating to the dairy products industry.

That the recommendation of the University Faculty that honorary degrees noted below be conferred upon the following persons at the June Commencement, 1933, be approved:

- (1) Edward Francis, M. D., Ohio State University, 1894, for the degree of Doctor of Science.
- (2) Paul Martyn Lincoln, Ohio State University, 1892, Director of the School of Electrical Engineering at Cornell University, for the degree of Doctor of Engineering.
- (3) Reverend Gaius Glenn Atkins, Ohio State University, 1888, Professor of Homiletics and Sociology at Auburn Theological Seminary, for the degree of Doctor of Letters.

That the action of the University Faculty on April 13, 1933, amending the Rule of the University Faculty No. 270 relating to the approval of fraternity and sorority houses for residence purposes and Rule 270-c, relating to the requirements for fraternity initiation of a student entering the University with advance standing, be approved.

That, upon the recommendation of the University Faculty, degrees be awarded to the following students at the Spring Convocation to be held June 12th, 1933:

DOCTOR OF PHILOSOPHY

Howard Holsten Alden, B.S. (Carnegie Institute of Technology), M.A.; Clarence Bremer, A.B. (Hope College), M.Sc.; Fred Brown, B.A., M.A.; Elmer William Cook, B.S. in Chem. Engr. (University of Arkansas), M.Sc.; Dorothy Porter Cummings, B.A., B.Sc. in Edu., M.A.; David Haigh Dawson, B.S. in Chem. Engr. (Drexel Institute of Arts, Science, and Industry), M.Sc.; Elvin Frank Donaldson, B.Sc. in Bus. Adm., M.A.; John Solomon Hare, B.A., M.A.; Ford Howell Harries, A.B., M.A. (University of Utah); Marquis LaFayette Harris, B.S. (Clark University), B.D. (Gammon Theological Seminary), S.T.M. (Boston University); Emmett Leroy Harshbarger, A.B. (Bluffton College), M.A.; Seth Edson Haven, B.S. in Edu. (Ohio University), M.A.; George Frederick Henning, B.Sc. in Agr., M.Sc.; Gilford John Ikenberry, B.S. in Agr., M.S. (Kansas State Agricultural College); James Tamplin Laing, A.B. (West Virginia University), M.A.; William Lester Leap, B.S. in Chem. (Washington and Lee University), M.S. (University of Virginia); Quinter Marcellus Lyon, A.B. (George Washington University), M.A. (Princeton University); Mary Annetta Magill, B.A., M.A.; Joseph Adelbert Martz, B.Cer.E., M.Sc.; Ray Leroy McCleary, A.B. (Ohio Northern University), M.A.; Ruth Ella Moore, B.A., M.A.; Doyle Fontain Osborne, B.A., M.A. (Southern Methodist University); John Donald Piper, A.B. (Michigan State Normal College), M.Sc.; Reuben Holleman Price, A.B. (Western Reserve University); John Alden Purinton, Jr., Sc.B. in Chem. (Brown University), M.A.; James Glenn Ross, B.A., M.A.; Alzo Pierre Rosselot, A.B. (Otterbein University), M.A. (University of Wisconsin); Robert William Rothrock, B.Ch.E., M.Sc.; Walter Clarence Rueckel, B.Cer.E., M.Sc.; Paul W. Sloan, A.B. (Defiance

College), M.A.; James Green Steed, B.S. (Ohio University), M.Sc.; James Henry Taylor, B.A., M.A. (Ohio Wesleyan University); William Keith Wilson, A.B. (Rio Grande College), M.A.; Yun-Kuei Yang, B.Sc. in Agr., M.Sc.

MASTER OF ARTS

Allison Albert Abel, B.Sc. in Edu.; Elbert Halvor Ahlstrom, A.B. (Marietta College); Mary Esther Albright, B.A.; Naomi Bourner Alspach, A.B. (Denison University); Aida Mae Artuso, B. School Music (Capital University); Lawrence Floyd Ashley, B.Sc. in Ind. Edu. (The Stout Institute); Donald Eric Babcock, B.A.; Philip Hariman Baker, B.A.; Melvin Garfield Barclay, B.A.; Delbert Ray Bendure, B.S. in Edu. (Ohio Northern University); Merwin Russell Blanden, B.S. (Allegheny College); Willa Jean Bostwick, B.A.; Norma Gertrude Bown, A.B. (Denison University); Irvin Henry Brune, B.S. (The College of Wooster); Henry Bruce Bullard, B.Sc. in Edu.; Walter Child Burnham, B.Sc. in Bus. Adm.; Glenn Camp, B.A.; Marjorie Dunn Campbell, B.Sc. in Edu.; John Paul Capretto, B.Sc. in Edu.; Henry Joseph Caren, B.A.; Gertrude Adele Chandler, B.Sc. in Edu.; Sherman Chau, B.A. (Lingnan University); James Russell Coffey, B.A.; Clifford Harry Coles, B.A.; Violet Surface Cook, B.A. (Susquehanna University); Walter Atlee Cope, B.Sc. in Edu. (Kansas State Teachers College); Sandy Crisafulli, B.A., B.Sc. in Edu.; Charles Martin Cummings, B.A.; Homer Paul Curry, B.S. in Edu. (Ohio Northern University); Adaline Catharine Deafenbaugh, B.S. in Edu. (Wilmington College); Jack Francis DePietro, B.Sc. in Edu.; Sara Jane Deyo, B.A.; Henry Claude Dieterich, B.A.; Edwin Eldon Digby, B.S. in Edu. (Bowling Green State Normal College); Clarence Bertram Dillon, B.S. in Edu. (Ohio University); Martha Greenwood Dunnick, B.A. (Wellesley College); Paul Jacob Fink, B.A.; John Edward Fintz, B.Sc. in Edu.; David Fishman, B.A. (Western Reserve University); Jean Lampenfeld Forsythe, B.A. (Muskingum College); Orian Clarence Frey, A.B. (Ripon College); David Lieber Friedman, B.A.; Richard Hanna Frizzell, B.A. (Yale University); Mary Scott Gale, B.Sc. in Edu.; J. Harvey Gallant, A.B. (Ohio Northern University); Robert Morris Gatrell, B.Sc. in Edu.; Dorothy May Green, A.B. (Hiram College); David Tressel Griggs, B.A.; John Bradfield Harrison, A.B. (Dartmouth College); Milo Cullen Harsh, B.E.E.; Leo Oscar High, B.A. (Antioch College); Rachel High, B.Sc. in Edu.; George Reuben Hiskey, B.A.; Ethel Virginia Hodson, B.A. (Wellesley College); Myrth Edna Hosler, B.Sc. in Edu.; Frances Elinor Huggard, B.A.; Paul Matthew Hummel, B.A.; Irwin Albert Johnson, B.A.; Margaret Kantzer, A.B. (Wittenberg College); Louis Joseph Katonak, B.A.; Lewis Edwards Keck, A.B. (Otterbein College); Paul Denver Keenan, B.S. (Westminster College); Dorothy Donahey King, B.Sc. in Edu.; Mary Waugh King, B.A. (Carnegie Institute of Technology); Dorothy Bothwell Kohlmetz, A.B. (Oberlin College); Frances Marcella Krumm, A.B. (St. Marys of the Springs College), B.Sc. in Edu.; William Peter Lamale, B. Music (Oberlin Conservatory of Music); Dorothy Ledman, A.B. (Muskingum College); Ruth Viola Lee, B.Sc. in Edu.; Richard Frederick Leitch, B.Sc. in Edu.; Effie Hill Lenfesty, B.S. in Edu. (Arkansas State Teachers College); John Siegbert Lorr, B.Sc. in Edu.; Roy Nelson Lovett, B.Sc. in Agr.; William Harris Martin, B.S., B.S. in Edu. (Wilberforce University); James Rutherford Matson, Jr., B.A.; Elizabeth Landacre Matthay, B.A.; Dwight Elden McDonel, A.B. (Adrian College); Ralph J. McGinnis, A.B.

(Miami University); Walter Elmer Meiden, A.B.Ed. (University of Michigan); John Harper Melvin, B.A. (Ohio Wesleyan University); Ersie Emery Miller, A.B. (Wittenberg College); Vera Alice Miller, B.S. (Denison University); Mary Margaret Mills, B.A. (Ohio Wesleyan University); Mary Elizabeth Moler, B.Sc. in Edu.; Benjamin Arthur Moore, B.S. in Edu. (Ohio Northern University); Genevieve Hellene Morris, A.B. (Miami University); Clarence Norman Nelson, B.A. (St. Olaf College); Arthur Joseph Olson, B.A. (Union College); Helen Orr Olson, B.A. (Union College); William Bernard Papier, B.Sc. in Bus. Adm.; Helen Hoff Peterson, Ph.B. (Brown University); Charles August Reichle, Jr., B.S. in Edu. (Central Missouri State Teachers College); Brandon Garner Rightmire, B.A.; Aaron Wade Roberts, A.B. (University of Cincinnati); Clara Haeberle Robinson, A.B. (Marshall College); Erwin Arthur Robinson, B.A. (Ohio Wesleyan University); Charles Francis Rosen, B.A.; Robert Delnar Royer, A.B. (Mount Union College); Elizabeth Hert Rush, A.B. (Adrian College); William Albert Rush, A.B. (Adrian College); Robert Lawrence Scheels, B.Sc. in Bus. Adm.; Elsie Florence Schneider, B.Sc. in Edu.; Catherine Berg Semans, B.A.; Bernice Clara Setterlin, B.Sc. in Edu.; Zelma Katherine Seyler, A.B. (Marietta College); Hyman Albert Shecket, B.A. (Western Reserve University); John Edward Sheehan, B.Sc. in Bus. Adm.; Michael William Silver, B.A.; Clayton A. Smucker, A.B. (Bluffton College); Samuel Bernard Sonkin, B.A.; Mary Helen Southwick, B.A., B.Sc. in Edu.; Paul Elwood Stanley, B.A. (Manchester College); Harold Glendon Steele, B.A. (Northwestern University); Edgar Lee Stephenson, B.S. (Mount Union College); Sara Elizabeth Stewart, B.Sc. in Edu.; Judd Thomas Stinchcomb, B.S. (Ohio University); Myron Thomas Sturgeon, A.B. (Mount Union College); Forrest Jenner Taylor, B.Sc. in Edu.; Adam Webster Tenney, B.S. in Agr. Edu. (University of Florida); Kathryn Lucile Van Horn, B.S. (Baldwin-Wallace College); Maurice Hart Van Horn, A.B. (Oberlin College); Charles Henry Voelker, B.A.; Mary Brightmore Walker, B.S. in Edu. (Kent State College); Lawrence Medberry Walters, B.Sc. in Bus. Adm.; John William Wargo, B.A.; Earl Clayton Weygandt, Ph.B. (The College of Wooster); Donald Sharpe Wickerham, A.B. (Cedarville College); Chester Paul Widmeyer, B.Sc. in Phar.; Charles Leonard Williams, Ph.B. (Purdue University), B.Sc. in Phar.; George Virgil Wing, B.A.; William Vergil Winters, B.A. (University of Iowa); Harold Sanford Wood, A.B. (Oberlin College); Howard Emery Wright, A.B. (Lincoln University).

MASTER OF SCIENCE

Clifford Reese Augden, B.S. in Met. E. (Case School of Applied Science); Jack Ball, B.E. Physics; Willard Francis Bartoe, B.E. Physics; Elizabeth Hope Basom, B.S. in Edu. (Ohio University); Perry H. Blickenstaff, B.S. in V.S., D.V.M. (Washington State College); Paul Wilson Blume, B.Ch.E.; Roy Garner Bossert, B.S. (The College of Wooster); Jimsiana Brassfield, B.Sc. in H.E.; Harold Clifford Brill, B.S. (Muskingum College); Robert Lee Clark, A.B. (Marietta College); Isaac Scott Cook, Jr., B.Sc. in Agr.; George Frederick Delaplane, D.V.M.; Earl Henry Dick, B.Met.E.; Guilford Smith Elwood, B.S. (University of New Hampshire), D.V.M.; Harold Taft Emery, B.Arch.E.; Russell Rader Fling, B.Arch.E.; John Bernard Fried, B.A.; Frank James Gordon, B.Sc. in Agr.; Norval Henry Green, B.S. in E.E. (Ohio University); Victor August Greulach, A.B. (DePauw University); Robert Custis Grubbs, B.A.; James Arthur Her-

rick, B.Sc. in Edu.; Mary Ellen Hutton, B.Sc. in H.E.; Harriet Sylvia Hyman, B.A.; George Dewey Jelen, D.V.M.; Robert Sherman Justice, B.Sc. in Phar.; Karl Mark Kautz, B.Cer.E.; Lewis Henry Keller, B.Cer.E.; Burnham William King, Jr., B.S. in M.E. (Carnegie Institute of Technology); Charles Jacob Koenig, B.Cer.E.; Karl Kramer, B.E.E.; Leonard Cale Kreider, B.A. (Goshen College); Emmett Karl LeDune, D.V.M.; Arthur Thomas Loew, B.M.E.; Frederick Kenneth Mayer, B.FineArts; Robert Hugh McCormick, B.Sc. in Agr.; George Louis Meyer, A.B. (Marietta College); George Henry Mitten-dorf, B.S. in C.E. (Virginia Military Institute); Robert Ignatius Modica, III, B.A.; Paul Eugene Mong, B.Ch.E.; Elizabeth Minter Moore, B.S. (Muskingum College); John Houston Moore, B.S. in E.E. (Tri-State College); George Thomas Motok, B.Met.E.; Theodore Earl Nichols, D.V.M.; Phoebe Arnold Paine, B.A., B.Sc. in Edu.; Cyril Routledge Porthouse, B.Ch.E.; Ernest Alfred Remesch, B.S. in C.E. (Case School of Applied Science); Darwin Sprathard Renner, B.E.E.; Ralston Russell, Jr., B.Cer.E.; Loy Luther Sammet, B.C.E.; Paul Gerhardt Sammet, B.C.E.; Rodger Lewis Schaefer, B.E.M.; Dorothy Marie Siegert, A.B. in Edu. (Valparaiso University); Howard Leroy Sittler, B.S. (Purdue University); Agnes Mae Skinner, B.Sc. in H.E.; Roy Edward Smith, B.Ch.E.; Alfred Worthington Snider, B.Sc. in Phar.; Roland Bliss Snow, B.A.; Stephen Kleder Stimson, B.M.E.; John Andrew Stritmatter, B.Arch.E.; John Ardan Sullivan, B.I.E.; Charles Richard Taylor, B.A.; Mary Lucille Taylor, A.B. (Lake Erie College); Robert Bryant Thornton, B.S. (Pennsylvania State College); Mark Ellsworth Ward, B.E. Physics; Charles Emmett Waring, B.S. (Muskingum College); George William Wassmer, M.E. (Stevens Institute); Harold Arthur Waters, B.S. in Agr. (University of Idaho); George Willard Watt, B.A.; Harry Elwood Weidenhamer, B.S. (Ashland College); Gordon Ritter Worthen, B.Met.E.; David Hyman Yospur, B.A.

MASTER OF SCIENCE IN PUBLIC ADMINISTRATION

Robert Miller Nelson, B.Sc. in Bus. Adm.

CERAMIC ENGINEER

Lawrence Eugene Barringer, E.M. in Cer., 1902; George Herbert Brown, Cer.E., 1908; Charles Mitchener Dodd, B.Cer.E., 1927; Walter Austin Hull, E.M. in Cer., 1902; Samuel John McDowell, B.Cer.E., 1917; Earle Towse Montgomery, E.M. in Cer., 1907; George D. Morris, Cer.E., 1908.

CHEMICAL ENGINEER

Frank Rankin Porter, B.Ch.E., 1916; James Thomas Robson, B.Ch.E., 1919, M.Sc., 1920, Ph.D., 1923; Harold Eugene Wright, B.Ch.E., 1928.

CIVIL ENGINEER

Joseph Herbert Davies, B.C.E., 1926; Charles Emerson Pettis, B.C.E., 1923; Charles Stewart Roach, B.C.E., 1924; John Allen Rousculp, B.C.E., 1924; Elmer Knowles Timby, B.C.E., 1928.

ELECTRICAL ENGINEER

Eugene Caldwell, B.E.E., 1922.

INDUSTRIAL ENGINEER

Earl Bert Candell, B.E.E., 1921; William Bernard Gillen, B.I.E., 1927.

MECHANICAL ENGINEER

Orville Edward Henning, B.M.E., 1928; Frederick William Seybold, B.M.E., 1921.

JURIS DOCTOR

William Elmer Didelius, B.Sc. in Bus. Adm.; Sherman Kay Levine, B.S. (University of Pittsburgh); Elizabeth Stella Wellman, A.B. (University of Michigan).

BACHELOR OF LAWS

John Rutter Allen; George Maylone Austin, B.A. (Ohio Wesleyan Univ.); John Henry Baker, A.B. (Otterbein College); Harold Marcus Baron, B.A.; Lawrence A. Bennett; James William Blair, B.A. (Ohio Wesleyan University); Raymond Ellsworth Boller, Jr.; Arthur Melton Boyd, B.A. (Muskingum College); Max Britz; Lawrence Burns, Jr.; Marshall M. Carlisle; John Persinger Case, A.B. (Denison University); George William Collier, B.A. (Ohio Wesleyan University); Margaret Lydia Daehler, B.A.; Dwain McQueen Ewing, A.B. (Indiana University); Frank Henry Foster, Jr.; Murray Friedman, A.B. (University of Toledo); Floyd Brice Garrison, B.S. (Clemson College); Theodore William Gregg; Fred Cartmell Hauck, B.A.; William Thomas Hayes, B.A.; Max Albert Henkin; Charles Edward Hoffman, B.A. (Antioch College); Francis Patrick Howard, B.A. (St. Xavier College); William Lloyd Howell, B.Sc. in Bus. Adm.; Charles Merle Igo; Andrew Christian Johnson, B.Sc. in Bus. Adm.; Frederick Hoover Johnston, B.A.; Horace Wright Jones, B.A.; Paul Martin Jones, B.A.; Gale Rexford King, B.Sc. in Bus. Adm.; Carlysle Clinton Leist, A.B. (Capital University); Sidney Liss; Alan Bevington Loop, B.A.; James Judge MacBride, B.A.; Keith Martin, B.A.; Elliott Elmer Meyers, A.B. (Marshall College); Richard Bailey Middleton; Harvey Winfield Miller, Jr.; Virgil Foster Mills, Ph.D. (The University of Chicago); William Huston Natcher, A.B. (Western Kentucky State Teachers College); Hubert Leland Nichol, Jr., B.A.; Frederic Clayton Parcher, B.Sc. in Bus. Adm.; Wesley Ralph Pence, Ph.B. (Denison University); Franklin Thomas Phillips, B.A.; John Richard Py; Raglan Russell Reid, B.A. (Wilberforce University); Oney Owen Rice, A.B. (Defiance College); Oral Boyd Robuck, A.B. (Denison University); James Roumeliote; William Henry Roy, Jr.; Ulysses Grant Sain, B.Sc. in Bus. Adm.; Maurice Lee Schellenger; Sara Horwitz Schwartz; Kermit Charles Sitterley, B.Sc. in Bus. Adm.; Stephanie Julia Skodak; Ralph Gibson Smith, B.Sc. in Bus. Adm.; Warren Allan Smith, B.A.; Livingston Lodge Taylor; Thomas Theodore Vradelis, B.Sc. in Bus. Adm.; John Harbaugh Wagnitz; John Plato Walsh, B.A.; James Jacob Weaver, B.A.; Wilbur Laufer Weaver, A.B. (Wittenberg College); Robert Meck Weston, B.A.; Clyde Harrison Wright; Harold Philip Zelko.

DOCTOR OF MEDICINE—WITH HONORS

Henry Albert Burstein, B.Sc.; Theodore Pearl Day; Arthur Dobkin, B.S. (University of Akron); Lawton Carl Gerlinger, A.B. (Capital University); George Elmer Rice, B.A.; William Lewis Wead.

DOCTOR OF MEDICINE

Louis Ira Adelman, B.A.; Theodore Clarence Allenbach, B.A.; Donald Judson Alspaugh, B.Sc.; Abraham Arons, B.A.; J. Herbert Bain, B.A. (Muskingum College); Morris Harry Belinky, B.A.; Dar-

rel Dwight Bibler, B.A. (Ohio Wesleyan University); Charles S. Bishop, Jr., B.A.; James Alfred Black, B.Sc.; Clara Grace Bonner; Donald Richard Brumley, B.S. (Ohio Northern University); Ovid Owen Burt; William Warrick Cardozo, B.A.; Herbert Denison Chamberlin; Ben Chapsky, B.A.; John Lestern Clifton, Jr.; Manning Emanuel Cohn, B.A.; George Frederick Collins, B.A.; Kenneth Willis Cook; Alfred Robins Cukerman, B.A.; Amanto Primo D'Amore; Corrinne Terrel Dryer, B.A.; Alexander Fisher, B.A., B.Sc. (West Virginia University); Pauline Biggs Freeman; Edward Bernard Gall; John Joseph Gallen; Guy Augustus Ginn, B.S. (Wilberforce University); Milton Mitchel Gottlieb, B.A.; Anita Vasti Green; Francis Robert Grogan; Clyde William Hall, B.A.; James Joseph Hamill, B.Sc. in Phar.; John Alexander Cassidy Hamill, B.A., M.Sc.; Jack Herman Handelman, B.A.; Malcolm McCallum Hargraves, B.A.; Adrian Joseph Hartzler, B.S. (The College of Wooster), M.Sc.; David William James; Maurice M. Kane, B.A.; Benjamin Myron Kohrman, B.A. (Western Reserve University); Albert Kostoff, B.A.; Donald Francis Kyle; Kent Gardner Latham, A.B. (Wittenberg College); Louis Black Lee; Arthur Deane Lewis; Sanford Alvin Luria, B.Sc.; William Lawrence Mahaffey; Paul James Mahar, B.A.; James Rutherford Matson, Jr., B.A.; James Edward McCormick; Robert Harrison McKelvey, B.A. (Muskingum College), B.Sc. (West Virginia University); Thomas Stephenson Miller; Wallace Dale Miller; Warren Franklin Mills, B.Sc.; Leo Moskowitz, B.Sc.; Clarence Edgar Northrup, B.A., M.A.; Theodore Williams Novak, B.A.; Ray Clayton Novatney; Gwyn A. Parry, B.A.; Sam Joseph Pastorella, B.A.; Arnold David Piatt; William Landacre Pritchard, B.A.; Willis Law Pugh; Maurice Rusoff, B.A.; Thomas Albert Shehan, B.A.; Martin Lazert Sherman, B.A.; Paul Robert Siegel, B.A.; Howard Clark Sparks, A.B. (Oberlin College); Douglas Garrett Sroufe, B.A.; Byron Ludwig Steger, B.Sc.; Wilbur Stoughton, B.S. (Otterbein College); John Raymond Swan, B.S. (West Virginia University); Roger Louis Tecklenberg; Francis Merwin Wadsworth, B.Sc.; Russell Rothenburger Wahl, A.B. (Defiance College); Marlin Richard Wedemeyer; Lawrence Mitchell Weinberger; Robert Joseph Weinrich; Ralph Earl Wetzels, B.S. (University of Akron); Plinny Scott Whiteleather; LaVerne Campbell Ziegler, B.A.

DOCTOR OF DENTAL SURGERY

Robert Eugene Applegate; Maximilian Auerbach; Milton Max Berger; Sanford Atwell Berman; Harry Edward Bieber; Charles Otis Brokaw, Jr.; Lowell Edward Burnell, A.B. (Ohio University); John Joseph Chlosta; William Joseph Christie; James DiSalvo, B.Sc.; Guy Benton Ellis; Jack Samuel Engelman; Carl John Ericsson; Leonard Harold Finn; Albert Elijah Gregory; Mannie Bernard Grossman; Vance Wesley Hartley; John Sinclair Jubin; Barnett Austin Kaplan; Walter Otto Kirsten; Samuel William Kleinman; Lawrence Amos Larrimer; Arthur Bedward Lewis; Albert Owen Linscott; Charles Tweed Ludy; Samuel Louis Marsh; George Jarvis McLeod, B.S. (Wilberforce University); Simon Louis Mintz; John Morgan Mulvey; Frank Earl Nicklaus; Kenneth John Nogal; Joseph Jay Olson, B.S. (University of Toledo); Ray Mitchell Orley; John Anthony Parillo; Bernard Morton Pevow; Andrew Edward Plahy; Manuel Mike Sacks; Joe Frederick Schmid; Cecil Shustick; Leo Konrad Siegel; George Walter Smith; Harold S. Sweet; Alden Jerome Wadsworth; Emanuel Harry Weingarten.

BACHELOR OF SCIENCE IN AGRICULTURE

Norman Conrad Arnold; Leland Zeldon Arthur; Edwin Arthur Augspurger; Ralph Thurman Bachtel; William Andrew Beyer; Alva Hanscom Brichford; Mott Oakley Bryan; Kenneth Lee Burris; John Stein Caldwell; David Harrod Carr; Richard Lambert Carr; Velorous Rennel Chaney; Clifford Henry Clary; William Lloyd Cook, B.S. (The College of Wooster); Henry Dewey Croy; Philemon Jean Dill; Donald Delos Dodd; Paul Arthur Eshler; Clarence Roger Fridline; Leo Verlbarger; Alexander Louis Goldman; Morton Humphrey Hamilton; John Vernon Henderson; Elmer William Henry; Gaylord Owen Jones; Cary Miller Karnes; Dayton Kennedy; Delber Evert Kinsel; Robert Morris Kirkbride; Randall Cyrus Liming; Conrad Barnett Link; Leland Ovid Mann; John Leslie McKittrick; William McKinley Mealy; Frederic Edward Merriman; Robert Allan Newcomb; Thomas Clancy Porter; Dorris Ray Purkey; Layel Conway Ridenour; Joseph James Schubach; Ralph Kenneth Schwartzberg; Howard Franklin Shambarger; Edward Philip Sidner; Carleton Meredith Smith; Victor Poet Snyder; Hobart Sterle Sockman; Dalton Vaughn Stoneburner; Joseph Paul Taber; Charles Clayton Terrell, B.S. (Haverford College); Kenneth Wesley Throcmorton; William James Tudor; William S. Ufer; Frank Valerius Rhodes Veirs, Jr.; Earl John Waters; Marshall Kenneth Whisler; James Howard Wilson; Herschel Lee Zehner.

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BACHELOR OF ARTS—WITH HONORS

Elizabeth Ellis Barr (cum laude); Anne Jeannette Blackmore (cum laude); Ruth Adele Cook (Cum laude and with Distinction in Bacteriology); Ruth Henrietta Ebeling (cum laude); Marcel Gerard Eye (cum laude); Herman Martin Goldberg (cum laude); William Arthur Gumberts (with Distinction in English); Dixie Roach Harris (cum laude); Pauline Agnes Hendershott (cum laude); Donald Robert Husted (Summa cum laude and with Distinction in Chemistry); Mary Edna Jones (cum laude and with Distinction in English); John Robert Kahler (cum laude); Philip Lifshitz (Summa cum laude); Harold James Miller (with Distinction in Botany); Sylvain Sydney Minault (with Distinction in French); Samuel Allen Nathanson (cum laude); George Fisher Newmark (cum laude); Marjorie Duncan Nice

(cum laude); Alma Alice Palmer (Summa cum laude); Howard Hicks Patrick (cum laude); Richard Forester Robey (with High Distinction in Chemistry); Ruth Fay Schumacher (cum laude); Clara Myers Smith (Summa cum laude); Ruth Eleanor Tice (with Distinction in English); Marie Eloise Todd (Summa cum laude and with Distinction in Zoology and Entomology); Elizabeth Cleland Wagner (cum laude and with Distinction in Botany); Harry Richard Washburn (cum laude); Louis Anthony Zarembski, B.Sc. in Edu. (cum laude).

BACHELOR OF ARTS

Manfert Alter; Marcellus Jack Anderson; George Louis Arm-brecht; Leo Atomon; Richard Thompson Austin; James Fairchild Baldwin, II; Robert Whitney Bauter; Dora Virginia Benedict; William Jay Bennett; Ethel Berliner; Milton Berman; Walter Leroy Bethel; Lois Elizabeth Binns; Orvin Victor Blumenstiel; Frances Emma Bodfish; Kenneth Stone Boessel; Paul Gerhard Boesel; Harry Eaton Bonaparte; Anna Palmer Bonner; Mary Loretta Born; Justinian Boyer; William Henry Brooks; Michael Paul Bruick; Floyd Russel Buhrmaster; Margaret Mae Burkley; Grace Violet Cameron; Leslie Caplan; Dante John Cherubini; Alice Jane Christopher; Paul Chambers Clark; Milton Irving Clowers; William Ebbert Coleman; Max Baer Cooper; Herbert August Crandell; David Edgar Crenshaw; Rexford Kettering Culler; Julius Theodore Dargusch; Arthur Odell Diggs; David George Dillahunt; Frederick William Dixon; Matthew Charles Dodd; Mary Harriet Doud; Paul Goulding Drake; John Joseph Driskell; Robert William Duncan; Roger Wendell Edmonson; Jess Albert Ellis; Lois Ellman; Martin Endich; Lloyd Roberts Evans; Harry Eastman Ewing, Jr.; Arthur John Fallen; Doyt Ellis Farling; David Feldman; Edward John Filipkowski; Allen Irving Finkelstein; Robert Finkelstein; Kathryn Elizabeth Flocken; Evan Charles Fowler; Gerson Elliot Friedlander; John Joseph Gallen; Frank Paul Gallo; Jane Gray Gibbs; Philip Benjamin Giber; Joseph M. Goldberg; Jacob George Goldfarb; Harry S. Goldstein; Dorothy Emma Good; Geneva Louise Gordon; Mary Claudine Graves; Anita Vasti Green; Fanette Greenfield; Francis Robert Grogan; Marjorie Lucille Groves; Morton David Gumble; Luther Emanuel Gunsett; Eliza Joyce Hagerty; Paul Darwin Hahn; George Alfred Hampton; Arthur McCann Harrison; Herschel Kelley Headley, B.Sc. in Bus. Adm.; Doris Cadley Herbert; Edwin Albion Hess; Edna Jacqueline Hilberg; John Roger Hill; Beatrice Hirsh; Angus MacIvor Holmes; Irene Lois Hooker; J. Robert Hudson; Nell Ann Humphrey; Eugene Payne Hutchins, Jr.; Jane Eleanore Jacobs; Ruth Carey Johnson; Helen Marie Jones; Walter Howard Juniper; Edward Carroll Kasper; Margery Keith; Janice Clare Kirk; Lysle Raymond Kirk; Joseph Klein; Walter Joseph Knapp; Mary Leah Kunkle; Donald Francis Kyle; Ben Lake; Anson Waldo Lazarus; Milton Leibenhaut; Elizabeth Leshner; Arthur Deane Lewis; Benjamin Franklin Lewis; Arnold Harry Lief; Robert Frederick Linn; Stanley Maurice Linzell; Emanuel Clarence Liss; Charles Clifton Lloyd; Betty MacLaughlin; Carl Robert Mahder; Herbert Abraham Markowitz; Theresa Marshall; Bernice Eugenia Martin; Eugene Beyer Masselink; Herbert Case Mathews; Elizabeth Francis McClure; Robert Clifton McElroy; Betty Josephine McGuire; Charles Frederick Medbery; Jerome Herbert Meyer; Richard Bailey Middleton; Jacque Eugene Miller; Edward Raymond Morehart; Doris Peggy Muslow; Paul Wilmer Oakes; Miriam Cyril Ozan; John Nichols Patchen; Hugh Brown Pavey; George

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BACHELOR OF SCIENCE

Clara Grace Bonner; Ovid Owen Burt; John Lester Clifton, Jr.; Kenneth Willis Cook; Amanto Primo D'Amore; Wallace Dale Miller; Willis Law Pugh; Roger Louis Tecklenberg; Ray Maurice Turner; William Lewis Wead.

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION—WITH HONORS

Evelyn Juanita Davis (with Honors); Lois Rachel Dumenil (with Honors and with Distinction in Marketing); Lois Ellen Goldsmith (with Honors and with Distinction in Accounting); John Fenton Hummel (with Honors); John Bland McCormick (with Honors and with High Distinction in Finance); Donald William Rule (with Honors and with Distinction in Accounting).

BACHELOR OF SCIENCE IN JOURNALISM—WITH HONORS

William Morton Ware (with Honors and with Distinction in Journalism).

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James William Armstrong, B.S. (Rhode Island State College); David Henry Bachtel; Maurice Frank Belden; Thomas Alfred Berry; Melvin James Bramley; Bertram Novell Cameron; Max Sibley Coates; J. Laverne Davidson; James Bruce Davison, B.Sc. in Agr.; Howard James Dixon; Robert Nixon Earhart; Matthew J. Eggert; Frank Joseph Elbersson; Walter Gilmore Galloway, B.S.A. (Purdue University); Charles Albert Goldsmith; Gilbert Neal Haigler; William Richard Henson; James Scott Landis; Arthur Albert Maike; Forrest Mc-

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nille; Edwin King Treat; Martin Lyon Tuttle; Paul T. White.

CERTIFICATE IN PUBLIC HEALTH NURSING

Flossie Marie Bechdolt, B.N.; Catherine Alice Tripp, R.N.

CERTIFICATE OF GRADUATE NURSE

Emma Mary Alibrando; Mildred Mary Badertscher; Etta Jane Basiger; Marjorie Janis Beckett; Edna Ruth Blackburn; Marjorie Maybelle Davidson; Irene May Doak; Ellen Catherine Everitt; Amanda Clara Gesell; Mary Catherine Green; Frances Freeman Hann; Wilhelmina Maxine Howard; Ellen Thankful Jenkins; Dorothy Bertha Leupp; Harriett Christina McClelland; Genevieve Goodwin Mead; Rosalys Case Myers; Rachel Eliza Pattison; Elizabeth Italia Sears; Marybelle Shoemaker; Martha Marjorie Thomas; Mildred Alta Thompson; Jeanne Evelyn Tipton; Maxine Elizabeth Warner; Pauline Rebecca Watt; Romaine Louise Webber; Frances Esther Zollinger.

* * * * *

Mr. Edwin S. Burdell, Director of the University Emergency School recently established for the benefit of the Unemployed, appeared before the Board and presented a very interesting report concerning the qualifications and status of persons enrolled, and the variety of courses offered. Mr. Burdell also referred to the splendid service which has been rendered voluntarily by members of the University Faculty in carrying on the School.

Upon motion of Mr. Caton, seconded by Mr. Stone, the President was requested to express the thanks and appreciation of the Board of Trustees to Director Burdell and to those employees and members of the Faculty who have been connected with the Emergency School for the fine contribution which they are making.

* * * * *

Thereupon the Board adjourned to meet on Monday, June 12th, 1933, 9:30 A. M., at the University.

Attest:

(Signed) CARL E. STEEB,
Secretary.

(Signed) H. S. ATKINSON,
Chairman.

OFFICE OF THE BOARD OF TRUSTEES
THE OHIO STATE UNIVERSITY

Columbus, Ohio, June 12, 1933.

The Board of Trustees met at Columbus, Ohio at 9:30 A. M., pursuant to adjournment.

Present: Herbert S. Atkinson, Chairman, Lawrence E. Laybourne, John Kaiser, and Harry A. Caton.

* * * * *

The minutes of the last meeting were approved.

* * * * *

Vice-President Morrill read the following statement from President Rightmire:

"I regret that an infection overtook me just in time to prevent all participation in Commencement festivities and is keeping me from the Board meeting today. The trouble promises to be temporary.

"The volume of business for your attention is slight. The annual budget and other important arrangements for the next year wait upon the action of the Legislature. Mr. Atkinson, Mr. Steeb and Mr. Morrill have been maintaining the closest working relations concerning the University appropriation with proper members of the Legislature and of the State administration. They will be eminently prepared to describe the situation to the Board.

"Meanwhile all the studies inside the University required for adjustment to a sounder educational program and a lower financial support are going vigorously forward and soon after the Legislature speaks I can present to the Board next year's financial program covering the educational, the administrative, and the physical plant activities.

"Since it is uncertain when the Legislative appropriation will be made, I beg to suggest that the next meeting of the Board be left subject to the call of your chairman, Mr. Atkinson. I am hoping that this meeting may be held near the end of June.

"Appreciating the unfailing cordiality of the Board and expressing deep regret for my very unwilling absence,

Sincerely,

(Signed) GEORGE W. RIGHTMIRE,

President."

* * * * *

Vice-President Morrill now presented the following recommendations as prepared by President Rightmire. Upon motion of Mr. Kaiser, seconded by Mr. Laybourne, these recommendations were upon roll call unanimously approved:

Resignations

The following resignations were accepted and the balance cancelled in accordance with the general rule:

Name	Title	Date Effective	Annual Rate
<i>Agricultural Extension</i>			
O. H. Anderson	County Agr. Agent, Mercer County	Mar. 31, 1933	2,400.00

*College of Education**Adult Education*

Carroll Day Tibbals	Assistant to Chairman	June 1, 1933	1,404.00
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*College of Medicine**Starling-Loving Hospital*

Annie Melvin	Operating Room Supervisor	Apr. 1, 1933	1,680.00
Pauline Watt	Part-time General Duty Nurse	May 18, 1933	300.00
Allen Gibson	Dishwasher	May 31, 1933	684.00

St. Francis Hospital

Joseph P. Ingmire	Interne	Apr. 1, 1933	192.00
J. J. Brumbaugh	Interne	Apr. 1, 1933	192.00

*President's Division**Library*

Ruth Miller	Library Assistant	May 31, 1933	864.00
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University Bookstore—Rotary

Josephine I. Conti	Clerk	June 30, 1933	972.00
*	*	*	*

Appointments

The following appointments were approved and the necessary amount appropriated to meet the salaries in accordance with the general rule:

Name	Title	Effective	Quarters	Annual Rate
<i>Agricultural Extension</i>				
Norma M. Aschbacher	Home Dem. Agent, Auglaize County	May 1, 1933		1,600.00
<i>College of Agriculture</i>				
<i>Franz Theodore Stone Laboratory</i>				
Wilbur W. Grimm	Assistant	Su. Qr.	Su.	200.00 period
Marie E. Todd	Stenographer	June 19, 1933 for 90 days		200.00 period
<i>College of Engineering</i>				
<i>Civil Engineering</i>				
Roscoe C. Sloane	Camp Director	Su. Qr.	Su.	600.00 period
John M. Montz	Associate Professor	Su. Qr.	Su.	400.00 period
Claude H. Wall	Assistant Professor	Su. Qr.	Su.	350.00 period
John Steele	Cook	Su. Qr.	Su.	120.00 period
<i>Lamme Scholarship</i>				
Roderick A. Frankenberg	Lamme Scholar	Sept. 1, 1933 to May 31, 1934		450.00 period
Richard Kilgore	Lamme Scholar	Sept. 1, 1933 to May 31, 1934		450.00 period
<i>College of Medicine</i>				
<i>Starling-Loving Hospital</i>				
Lucille Sherwood	General Duty Nurse	May 19, 1933		75.00 mo.
Edna Blackburn	(Salary to be paid from Rotary No. 921-7727) Part-time Gen. Duty Nurse	May 18, 1933		25.00 mo. and maintenance
Hazel Kashner	Part-time Gen. Duty Nurse	June 1, 1933		25.00 mo. and maintenance
Eileen Durr	Part-time Gen. Duty Nurse	June 1, 1933		25.00 mo. and maintenance
Gwen Jones	Part-time Gen. Duty Nurse	June 1, 1933		25.00 mo. and maintenance
Alice Haines	Part-time Gen. Duty Nurse	June 1, 1933		25.00 mo. and maintenance

*Etta Basiger	Part-time Gen. Duty Nurse	May 26, 1933		25.00
*Esther Zollinger	Part-time Gen. Duty Nurse	May 26, 1933	mo. and maintenance	25.00
*Mollie Badertscher	Part-time Gen. Duty Nurse	May 26, 1933	mo. and maintenance	25.00
*Wilma Wolfe	Part-time Gen. Duty Nurse	May 26, 1933	mo. and maintenance	25.00
*Corrine Scott	Part-time Gen. Duty Nurse	May 26, 1933	mo. and maintenance	25.00
*Doris Fenner	Part-time Gen. Duty Nurse	May 26, 1933	mo. and maintenance	25.00
*Rose Grove	Part-time Gen. Duty Nurse	May 26, 1933	mo. and maintenance	25.00
*Irene Koons	Part-time Gen. Duty Nurse	May 26, 1933	mo. and maintenance	25.00
*Frances Hann	Part-time Gen. Duty Nurse	June 1, 1933	mo. and maintenance	25.00
*Flossie Bechdolt	Part-time Gen. Duty Nurse	June 1, 1933	mo. and maintenance	25.00
*Beverly Preston	Part-time Gen. Duty Nurse	June 1, 1933	mo. and maintenance	25.00

* (Salaries to be paid from Rotary out of allotment set aside for Nurses for Medical and Surgical Research Department)

Graduate School

Alva Thompson	Honorary Fellow	June 1, 1933	Su. Au.	No salary
Marjorie P. Benoy	Honorary Fellow	June 1, 1933	Su. Au.	No salary

President's Division

Library

Gwendolen Spencer	Library Asst.	June 1, 1933		72.00
				mo.

* * * * *

Changes in Title

Name	Title—From	To	Effective
<i>Agricultural Extension</i>			
George Everhart	Co. Club Agent, Knox County	Co. Club Agent, Morgan County	Apr. 17, 1933
Virginia Bear	Home Dem. Agent, Auglaize County	Home Dem. Agent, Licking County	May 1, 1933
* * *	* * *	* * *	* * *

Miscellaneous Recommendations

That the Emergency School continue in operation during the first six weeks of the Summer Quarter, offering only such courses as shall be volunteered by University instructional departments.

That the Emergency School Committee be authorized to organize a fall session of the School in the light of its experience and with due regard to the University budget and program, full report of the plans for the fall session to be presented to the Board for consideration.

* * * * *

Vice-President Morrill brought to the attention of the Board the report of the Committee on Lamme Medal Award approved by the Faculty of the College of Engineering on May 2nd, 1933.

Upon motion of Mr. Laybourne, seconded by Mr. Kaiser, this report was upon roll call unanimously approved and in accordance therewith it was ordered that a medal be presented at the Convocation on June 12th to Norman Wilson Storer of the Class of 1891.

* * * * *

The Secretary presented a financial statement concerning the operation of Neil Hall and the proposed operation for the next fiscal year.

Upon motion of Mr. Laybourne, seconded by Mr. Kaiser, the suggested revised rates for the year 1933-1934, ranging from \$90.00 to \$135.00 per quarter for room and board (3 meals per day), were approved by unanimous vote.

* * * * *

The Board of Trustees now proceeded to elect its officers for the coming year. Upon motion of Mr. Kaiser, seconded by Mr. Laybourne, the following officers were elected by unanimous vote to serve during the fiscal year beginning July 1st, 1933:

Herbert S. Atkinson—Chairman.

Harry A. Caton—Vice-Chairman.

Carl E. Steeb—Secretary.

Charles F. Kettering—Treasurer.

* * * * *

Thereupon the Board adjourned to meet on Monday, July 10th, 1933, 9:30 A. M., at the University.

Attest:

(Signed) CARL E. STEEB,
Secretary.

(Signed) H. S. ATKINSON,
Chairman.

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